

# **COLLINGHAM WITH LINTON PARISH COUNCIL**

## **Playgrounds and Open Spaces COMMITTEE**

Terms of Reference

Version: 1.0 FINAL 25 February 2025

These Terms of Reference were reviewed and adopted by the council at its meeting held on 6<sup>th</sup> May 2025

Signed : *Marianne Moses*     Marianne Moses     Chairman     Date : 06/05/2025

## **1.0 Purpose**

To deal with all matters in relation to the maintenance of the Council's playgrounds, open spaces and other public use assets, and to keep the smooth functioning of the Council's public use assets under review.

The assets include Beck Wood, Glebe Field, the public footbridge, the perimeter fencing at CalSA, the children's playground, the Hoops and Goals facilities, benches, planters, Christmas lights and notice boards.

## **2.0 Membership**

In accordance with Standing Order 4(b) the committee may consist of both Parish Councillor and Non Parish Councillor members. The committee should comprise of no less than three and no more than six members {at least two of who should be Councillors}, with administration support from the Clerk. The Chair is to be elected, and committee members agreed at the Annual Meeting of the Parish Council each year in May.

Non-councillor members of the committee will be required to comply with the Council's Standing Orders with particular note to Disqualification prior to appointment - Section 102(3) of the Local Government Act 1972 provides that a person can be appointed as a non-councillor member of a committee unless they have been disqualified pursuant to section 104 of the Local Government Act 1972.

## **3.0 Voting**

All Councillor members will have normal voting rights. The Chair will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so. The Committee has no delegated authority to spend. All decisions will be made by resolution at full council. The vote function at committee level is to be used to propose actions or decisions which would require a proposal for a resolution to another committee or Full Council.

Non Councillor members have voting rights only in respect to Local Government & Housing Act 1989 s13 and Parish & Community Councils (Committees) Regulations 1990, SI 1990/2476 for:

- i) The management of land owned or occupied by the council;
- ii) The functions of the council as a harbour authority;
- iii) Any function under s. 144 of the 1972 Act relating to the promotion of tourism;
- iv) Any function under s. 145 of the 1972 Act relating to the management of a festival

They cannot vote on any financial matters.

## **4.0 Convening**

The Clerk will convene Committee meetings a minimum of three times per year but then also as and when required. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972. Minutes will be taken, approved, and retained by the Council in perpetuity. The meetings are scheduled as:-

- July
- November
- March

\*Additional meetings may be called as required.

## **5.0 Meetings**

Meetings are open to the general public. Members of the public who attend will be given the opportunity to ask questions or make representations on matters of concern to them. Time is allowed prior to commencement of the main meeting and detailed on the agenda as public participation. Councillors who are not on the committee may also attend as members of the public but cannot vote at a committee meeting.

## **6.0 Quorum**

The quorum for the Playgrounds and Open Spaces Committee shall be three.

## **7.0 Documents**

The Clerk shall produce all documents required for the Committee's operation.

- I. Minutes of all meetings will be recorded by the Clerk or, in the absence of the clerk, by one of the councillors present at the meeting.
- II. Draft minutes will be circulated to all Committee members.
- III. Depending on timing, either draft or approved minutes will be received by the full council for information only.

## **8.0 Full Delegated Responsibilities**

The committee has full delegated responsibility acting on behalf of the full council only as described below:

- 8.1 To consider the requirements to maintain each asset, developing and owning a management plan specific to these assets.
- 8.2 To consider the requirement for sub committees and working parties to this committee, design their operation and gain approval for their terms of reference and creation from full council prior to creation.
- 8.3 To be responsible for ensuring the review and update of the Council's Risk Assessments for these assets.
- 8.4 To annually review health and safety requirements for each area, confirm that the necessary measures are in place and that all relevant details are covered by the Parish Councils insurers.
- 8.5 To consider the specialist contractor support required and make recommendations to Full Council on the appointment of Contractors to complete regular maintenance tasks detailed within the management plan.
- 8.6 To submit to the Council estimates of expenditure of the Council on continuing services and of payments for the next financial year to the Finance Committee no later than December each year.
- 8.7 To report any areas of financial concern in relation to the maintenance budget to the Finance Committee.
- 8.8 To maintain a schedule to regularly visit each asset, complete monthly health and safety inspections and report findings to the Clerk for action.
- 8.9 To be responsible for informing the Clerk of changes required to the asset register, as well as its associated records and archives.

- 8.10 To report any serious health and safety issues to the Clerk as soon as possible to ensure the asset/ issue is made safe until such time as it can be rectified.
- 8.11 To ensure that regular specialist inspections are completed on time, with recommendations for remedial actions being presented at the next available Parish Council meeting for resolution to accept the findings and instruct the Contractor via the Clerk{unless remedial works are deemed urgent and matters can be progressed directly by the Clerk using their delegated authority to spend}.

### **9.0 Further Delegated Responsibilities**

The committee has further delegated power to act on behalf of the full council as described below:

- 9.1 To prepare clear proposals including all of the implications associated with the provision of any improvement to existing, introduction of a new facility or asset within the Committees agreed scope, with its supporting financials presented in line with the Financial Regulations prior to requesting to make recommendation to the full council.
- 9.2 To provide any documentation to support proposals to other committees or full council to the Clerk a minimum of ten working days before the meeting at which the information is to be presented.