

## **Arborfield & Newland Parish Council**

### **The Parish Council Parks Committee**

#### **Terms of Reference**

##### **General**

The Parks Committee terms of reference have been produced to clarify the role in which the Committee and members therein are to consider issues and operate as a Standing Committee of Arborfield & Newland Parish Council.

##### **Membership**

The Arborfield & Newland Parish Council Parks Committee comprises of a maximum of six Councillors. The quorum of the Committee is three members. The Committee elects a Committee Chairman and Committee Vice Chairman from the Committee membership annually at the first Committee meeting after the Annual General Meeting of the Council or at the Annual General Meeting of the Council.

##### **Meetings**

Parks Committee meetings are held on the 1<sup>st</sup> Tuesday of alternate months, subject to requirement, except August and December. The minutes of the meetings will be produced and reported for approval at the next available Full Council meeting.

##### **Areas of Responsibility**

Principal functions of the Parks Committee as set out in the Standing Committee document are:

- to oversee the management, improvement and phased renewal of any obsolete equipment of the Council's recreational facilities including Arborfield Pavilion and Park, Playground, Pound Copse and other parish owned areas and associated furniture.
- to oversee and recommend maintenance requirements of the Old Churchyard.
- to review and monitor contracts for the maintenance of the above facilities.

Version II

- to review policy documents relating to parish owned land and facilities, including the Pound Copse 5-year management plan
- to assess and report the mitigation of risk for all the above facilities
- to recommend to the council an annual budget
- to control spending within the agreed limits of the budget in compliance with Standing Orders.
- to work with the Clerk to implement and monitor employment of a caretaker and handyman including carrying out annual reviews including pay. The outcomes to be recommended to Full Council for approval

### **Delegation of Responsibility**

Parks Committee members are delegated a specific area of responsibility as set out below:

- Pound Copse and other parish owned/maintained areas including furniture
- Old Churchyard
- Park including trees
- Pavilion and car park
- Policy Documents, contracts and hirers including Football usage
- Playground

### **Review**

This document is to be reviewed annually.