

Bourton on the Water Parish Council ("the Council")

Open Spaces Committee Terms of Reference

The Open Spaces Committee has the power to make decisions on behalf of the Council as set out below, and to spend/manage the Committee's annual budget as approved by Council.

Number of Seats:	5
Chairman:	To be elected from the committee
Quorate:	Minimum of 3
Term of Office:	1 year
Meeting frequency:	Monthly
Budget:	As determined annually by council

RESPONSIBILITIES

- a) To exercise the Council's statutory powers and duties in relation to the provision and maintenance of burial grounds and cemeteries, including closed churchyards
- b) To exercise the Council's statutory powers and duties in relation to the provision and maintenance of allotment sites
- c) To exercise the Council's statutory powers in relation to youth activities in general throughout the village
- d) To be pro-active in improving the aesthetic and amenity quality of the burial grounds and allotment sites
- e) To support, promote and encourage conservation and sustainability in the Cemeteries and allotments, wherever possible
- f) To maintain in good order and improve, where possible, all play areas owned or leased by the Council and to exercise the Council's statutory powers and duties in relation to the provision of play areas

DUTIES AND POWERS

- g) To manage, monitor and spend sums in the approved Committee budget subject to the Committee's minuted decision, and to report on such expenditure at the following Council meeting
- h) To arrange a weekly inspection of the play areas and instruct immediate works of an urgent nature as required to maintain the equipment in a safe condition for all users
- i) To report to the next Council meeting in respect of urgent repairs undertaken between meetings
- j) To arrange an annual RoSPA inspection, consider action and make recommendations to Council for approval
- k) To receive a report from the Playing Fields and Youth Club portfolio holders at each monthly meeting
- l) With due regard to Health and Safety legislation, to identify and assess any risks associated with the Committee's remit and, where needed, identify mitigating actions
- m) To make the relevant decisions on behalf of the Council, for the overall responsibility of the above, and when appropriate, to refer matters to full Council for approval
- n) Power to authorise correspondence that will not, in itself, result in council expenditure or bind the council to any course of action, except for that already provided for in the annual budget or which is already approved.
- o) To present minutes to Council each month for information/consideration/approval of any unbudgeted expenditure
- p) To consider and agree projects/activities on an annual basis
- q) To prepare by October in each year project and budget proposals for the following financial year, for Council's approval

Adopted 5th April 2017