

Terms of Reference for the Open Spaces, Recreation and Allotments (OSRA) Committee

Reviewed by Washington Parish Council 12.12.16

1. Constitution

- 1.1. The Open Spaces Committee is constituted as a Committee of Washington Parish Council.
- 1.2. The Committee's Terms of Reference may be amended at any time by the Council.
- 1.3. The Committee may from time to time investigate, discuss or review matters outside its Terms of Reference if required to do so by the Council.

2. Authority

- 2.1. The Committee is authorised by the Council to manage any activity within its Terms of Reference.
- 2.2. The Committee is authorised by the Council to obtain external professional advice and to secure the attendance of anyone it considers has relevant experience, expertise or knowledge with the agreement of the Chairman of the Council and the Chairman of the Open Spaces, Recreation and Allotments Committee.
- 2.3. The Committee is authorised by the Council to manage all matters relating to holdings owned or managed by or the responsibility of the Council, where necessary by letting contracts to external bodies normally choosing the best value of three quotations. Further responsibilities relate to footpaths within the Parish, the Environment and matters of Conservation and Community Assets.
- 2.4. The committee is authorised by the council to approve expenditure as deemed necessary up to a maximum of £1,000, without reference to a meeting of the full council.

Membership

- 3.1. The Committee shall be appointed by the Council from amongst its Members and shall consist of not less than five Members and not more than seven.
- 3.2. The Committee shall elect a Chairman for the municipal year at its first meeting in every year.
- 3.3. The Clerk to the Council is the Secretary to the Committee.

4. Attendance at Meetings

- 4.1. The quorum necessary for the transaction of the business of the Committee shall be at least one half of the Members and not less than three.
- 4.2. Any member of the committee who is unable to attend must send apologies to the clerk prior to the day of the meeting. Members will agree whether the reason for absence is acceptable.
- 4.3. Other Members of the Council shall have the right of attendance at meetings of the Committee but without the right to speak unless invited to do so by the Chairman, and do not have the right to vote.

5. Frequency of Meetings

- 5.1. Meetings shall normally be held monthly, and at least eight times a year.
- 5.2. Additional meetings may be called by the Council or by the Chairman of the Committee

6. Responsibilities

- 6.1. Effectively to manage, maintain and enhance (where necessary) holdings owned or managed by the Council for the benefit of the public for their pleasure, ease and safety. Such holdings include the recreation ground, children's playground, football pitch, cricket pitch, multi user games area (MUGA), and the allotment area.
- 6.2. To effectively manage and maintain the 1st. Extension Graveyard of St Mary's church.
- 6.3. To request the Highways Authority and local landowners to maintain footpaths, gates and stiles in a satisfactory condition.
- 6.4. To keep a 'watching brief' on matters affecting the environment likely to impinge upon the Parish and other conservation issues within the Parish.
- 6.5. To instruct the clerk to prepare any response or request to appropriate bodies, and to organise any meeting between various bodies.
- 6.6. To prepare any 'working party' reports, as appropriate, to present to Full Council.

7. Reporting Procedures

- 7.1. The unconfirmed minutes subject to the confirmation of the Chairman of the Committee shall normally be reported to the Full Council meeting following the Committee meeting, and considered at the next Committee Meeting.
- 7.2. Where the Chairman of the Committee considers this to be impractical the minutes shall be circulated to all members of the Council as soon as possible.

To be Adopted: 08/05/2017 - Washington Parish Council