



WINCANTON TOWN COUNCIL

Open Spaces Committee

Terms of Reference

Name

1. The Committee shall be known as the **Open Spaces Committee**.

Membership

2. The Committee shall be made up of five Councillors.
3. Membership of the Open Spaces Committee shall be ratified at the Annual Meeting of the Council in May of each year.
4. Membership of the Committee is open to any Councillor who wishes to be a member,
 - 4.1 Council Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
5. The Committee shall be subject to a quorum of 3 or one third of its membership.

Chairman

6. The Committee shall elect a Chairman at the first meeting after the Annual Town Council Meeting. The Chairman's period of office is for one year.
7. The Committee shall elect a Vice-Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chairman's period of office is for one year.
8. The Chairman if present shall Chair the Committee meeting or, in his/her absence, the Vice-Chair shall Chair the Committee.

Conduct of the Meeting

9. The Open Spaces Committee shall be administered and managed in accordance with these Terms of Reference.
10. All meetings of the Open Spaces Committee shall be convened in accordance with the Town Council's Standing Orders and current legislation.
11. All business undertaken at the Open Spaces Committee shall be done so in accordance with the Town Council's Standing Orders and current legislation.
12. Minutes of the Open Spaces Committee meetings shall be produced by the Clerk and distributed to the members of the Committee for agreement.

13. The minutes of the Open Spaces Committee, once agreed, shall be distributed to all Council Members to be noted at the next Full Council meeting.

Area of Operation

14. The Open Spaces Committee shall be responsible for the following aspects of the Town Council's functions:

- Open Spaces in the Town and surrounding area
- Community Services in the Town and surrounding area

15. In addition to the areas of operation above the Open Spaces Committee has the following responsibilities:

- Overseeing the management, administration and provision of outside services including parks, cemetery, open spaces and property with these areas

16. The Open Spaces Committee shall make recommendations to the Full Council following any investigation or review of any matter relating to the protection and improvement of environment.

17. The Open Spaces Committee shall ensure the proper maintenance of all street furniture owned by or supplied by the Council and to recommend the purchase of additional or replacement street furniture where appropriate. In this context 'street furniture' includes waste bins, dog bins, grit bins, seating, planters and signage.

18. The Open Spaces Committee shall manage all aspects of the upkeep and maintenance of the Cemetery, Cale Park and Penn View play areas, the Skate Park and Multi use Games Area (MUGA), Wrixons View and Coneygore and any other land or property acquired by the Council.

19. The Open Spaces Committee shall liaise with Somerset County Council and South Somerset District Council and other relevant agencies on the maintenance of items falling into their remit, including footpaths, pavements, cycle-ways, roads, waterways, horticultural and arboricultural works, play area, play equipment and areas of open public space.

20. The Open Spaces Committee shall make recommendations to the Full Council following any investigation or review of any matter relating to the purchase, sale or disposal of land.

21. The Open Spaces Committee shall obtain such professional advice as deemed necessary to ensure the protection of the Council in respect of 20 above.

22. The Open Spaces Committee shall analyse any compulsory purchase proposals and advise the Full Council accordingly

23. The Open Spaces Committee shall ensure that any works carried out on the Council's behalf are completed as specified, or otherwise completed to a satisfactory standard.

24. The Open Spaces Committee shall take forward any other matters concerning open spaces as required by the Council.

25. The Open Spaces Committee has no authority to proceed with expenditure until referred to the Full Council for approval.

To be reviewed: May 2022