

## **OPEN SPACES AND ALLOTMENTS COMMITTEE**

### **TERMS OF REFERENCE**

The Open Spaces and Allotments Committee will have a membership of five Town Councillors and can include Non Councillor, Allotment Tenant / Caretaker in an advisory role.

The Town Council Chairman will be ex-officio on this Committee but will not have voting rights.

Three members of the Committee must be in attendance for the meeting to proceed or in exceptional circumstances another Councillor can be seconded.

The membership of the committee will be reviewed annually at the Annual Meeting of the Town Council in May.

The committee will elect a chairman at the first meeting following the annual appointment of the committee.

The Clerk will convene ordinary meetings of the committee and the chairman will convene extraordinary meetings.

The committee will follow the rules for convening its meetings as those applied to meetings of the full council, ie public notice, summons/agenda to members and minutes taken and retained.

The Clerk will provide secretariat support to the Committee.

The committee will ratify its own minutes and then send these to full council for information only.

The Open Spaces and Allotments Committee be delegated the power to spend up to £1000 (not exceeding the budget allocation) to deal with any emergency repairs or maintenance issues. The Clerk be delegated authorisation to action any emergency repairs.

## **Responsibilities**

The Open Spaces and Allotments Committee will be responsible for:-

**Play Areas** – routine maintenance, repairs, and improvements of the play areas. To review the ROSPA Inspections and action any recommendations.

**Open Spaces:-**

**Grass cutting** – to ensure the contract is adhered too. To review the contract to make sure it is meeting the requirements of Stokesley Town Council.

**Tree & Hedge Management** – to ensure that appropriate checks are conducted, and that maintenance is carried out as required. To establish a tree maintenance programme and a detailed map identifying tree ownership.

**Footpaths and Bridleways** – to ensure that the footpaths and bridleways are maintained to an appropriate standard and meet the appropriate health and safety standards.

**Benches** – to ensure that the benches are fit for purpose and in a suitable state of repair. To arrange any maintenance and repairs as required. To establish a forward replacement programme.

**Christmas Lights** – to oversee the installation of the Christmas Lights, including recommendations on purchasing new lights.

**Allotments** - to monitor, enforce and facilitate the proper use of The Allotment Gardens according to:-

The Law of Allotments

Health and Safety legislation

Public Liability Insurance

Standing Orders and

Stokesley Allotments Tenancy Agreement.

Copies of all the above Documents and literature are held in the Clerk's Office for reference.

To prepare a draft budget, for submission prior to the budget meeting each year of the Finance Committee, of planned income and expenditure for Open Spaces and Footpaths in the following financial year.