

# ORWELL PARISH COUNCIL

## TERMS OF REFERENCE

### ORWELL OPEN SPACES COMMITTEE

**PURPOSE:** To set out the responsibilities, restrictions and limitations of operation of the Orwell Parish Council Orwell Open Spaces Committee. To advise upon, authorise and implement recreational, conservation and general matters within the scope and authority.

**REPORTS TO:** Orwell Parish Council

**SCOPE:** This document covers all activities related to the planning, construction, and management of Orwell Parish Council's Properties.

**DEFINITIONS:** Orwell Parish Council (the Parish Council)

Orwell Open Spaces Committee (the Committee)

Properties: New Recreation Ground at Hurdleditch Road, the existing Recreation Ground at Town Green Road including the Pavilion, Chapel Orchard at Town Green Road, the Clunch Pit, Quarry Lane, Glebe Field and the Paddock, all in the Parish of Orwell (the Properties).

---

#### 1. MEMBERSHIP OF THE COMMITTEE:

- 1.1 The Orwell Parish Council shall appoint the Committee annually at the Annual Meeting of the Parish Council.
- 1.2 The Committee may be made up of up to 5 members of the Parish Council plus two residents of the Parish who are not Councillors. A quorum of the Committee shall be one third of its members, or a minimum of three members, whichever is the greater. The Committee will need a minimum of three Councillor members in attendance in order to be deemed quorate and in such circumstances at least three must have voting rights.
- 1.3 The Committee may invite non-members to attend meetings.
- 1.4 The Clerk will advertise as needed for members of the public to join the Committee.
- 1.5 The Council may appoint members to the Committee at any time but not for longer than the next Annual Meeting.
- 1.6 The Council may dissolve or alter the membership of the Committee. The Council shall formally review the continued need for the Committee annually at the Annual Meeting of the Parish Council
- 1.7 The Committee shall at its first meeting before proceeding to the business elect a Chair and Vice Chair. In the absence of the Chair or Vice Chair at a meeting the Committee will elect any member to act as chair for that meeting. The Chair will be a Councillor.
- 1.8 The Council Chair and Vice Chair, ex-officio, shall be voting members of the Committee unless they signify, they do not wish to serve.

## **2. CONDUCT OF MEETINGS:**

- 2.1 All meetings of the Committee shall be public meetings, convened in accordance with the Parish Council's Standing Orders.
- 2.2 The Chair of the Committee shall, in the case of an equality of votes, have a second or casting vote.
- 2.3 Members of the Committee are required to disclose any interest (pecuniary or otherwise) that they may have on any item to be discussed at a meeting of the Committee.
- 2.4 The Committee shall meet at least quarterly in each year, and more often if necessary.

## **3. POWERS OF THE COMMITTEE:**

- 3.1 The Committee may authorise expenditure of up to £10,000 in respect of an appointment or contract.
- 3.2 Consistent with the responsibilities and area of operation of the Committee as set out below.
- 3.3 Within the budget set for the Committee as part of the Parish Council's overall budget or within any additional budget authorised by the Parish Council during the course of the financial year.
- 3.4 Any expenditure agreed by the Committee must be made in accordance with the Financial Standing Orders.
- 3.5 The Committee shall be empowered to make changes to the design, layout or specification of the New Recreation Ground.
- 3.6 The Committee shall be empowered to manage the Properties, or to supervise the management where there is a management agreement in place.
- 3.7 The Committee shall be empowered to appoint consultants, contractors or others to carry out work or provide advice.
- 3.8 The Committee shall be empowered to make alterations to these 'Terms of Reference', which will then be submitted for approval by the Council.

## **4. RESPONSIBILITIES AND AREAS OF OPERATION OF THE COMMITTEE:**

- 4.1 The Committee is established on behalf of the Parish Council for the purpose of
  - 4.1.1 Making decisions in respect of the management of the project to construct the New Recreation Ground, including in respect of Town Planning, Design and Construction matters, and similar activities in other Properties, as required.
  - 4.1.2 The management of the Properties.
  - 4.1.3 Consulting the Environment Working Group for advice where appropriate.

## **5. REPORTING:**

- 5.1 Minutes will be available to the Council after each meeting
- 5.2 An annual summary report shall be given covering the previous year's activities to the Annual Meeting of the Parish Council.

## **6. GENERAL:**

- 6.1 The Committee shall act at all times in accordance with the Parish Council's Standing Orders and more generally with the guidelines laid down by the National Association of Local Councils (NALC)

Version No	Agenda item	Date	Status	Next review due
n/a		28/6/23	Draft	19/7/23