

Open spaces committee

Terms of Reference

POLICY REVIEW	
Signed	
Minute reference	FUL/45/21/22 JUN
Date ratified	21 st June 2021
Date of next review	21 st June 2022

1 General

- 1.1 The committee is constituted as a standing committee of Theale Parish Council and as such shall adhere to standing orders.
- 1.2 Meetings will be held at least quarterly to fulfil the responsibilities below.

2 Delegated responsibilities

- 2.1 The committee shall exercise all functions of the council relating to its open spaces.
- 2.2 The committee shall have the following responsibilities:
 - a to consider a long-term strategy for the development of the council's open spaces and form short-term objectives from this
 - b to consider and implement, as appropriate, proposals for the promotion and development of the council's open spaces
 - c to initiate and approve tenders for all aspects of grounds maintenance and facilities in accordance with the financial regulations
 - d to ensure the proper management and maintenance of the council's open spaces and their facilities (eg benches), including sports pitches, fences and boundaries
 - e to consider hire and event requests on the council's open spaces
 - f to approve new or significantly changed contracts for use of the council's open spaces.
- 2.3 The committee may, by resolution, refer any matter to the council.
- 2.4 To ensure the committee's objectives meet the needs of the users of the open spaces, the committee shall liaise with:
 - a sports clubs and fitness groups
 - b the Environmental Working Party
 - c other relevant parties, such as visiting fun fairs.
- 2.5 The committee shall:
 - a recommend a budget allocation to full council for the following year

- b ask the full council for additional funds should this be deemed necessary during the financial year.

3 Finance

- 3.1 The committee shall be granted an allocated budget by full council.
- 3.2 The committee shall be allowed to spend reserves as granted by full council.

4 Review

- 4.1 These terms of reference shall be reviewed annually by the council.