



PINCHBECK PARISH COUNCIL

OPEN SPACES & ASSETS COMMITTEE

TERMS OF REFERENCE

1. Objectives

- 1.1 The objective of the Open Spaces & Assets Committee is to oversee and manage the open spaces and outside assets owned or maintained by the Parish Council.
- 1.2 The committee will ensure that these areas are well-maintained, accessible, and utilised for the benefit of the community.

2. Membership

- 2.1 Appointed annually by the Parish Council, the Committee shall consist of a minimum of five members of the Parish Council.
- 2.2 The committee should be representative of the community and may include co-opted residents or other stakeholders with relevant expertise or interest in open spaces and outside assets.
- 2.3 Non-council members co-opted by the Parish Council onto the Committee will not have voting rights.

3. Responsibilities

3.1 Maintenance and Improvement:

- 3.1.1 Develop and implement plans for the maintenance, improvement, and enhancement of the open spaces and outside assets owned or managed by the Parish Council.
- 3.1.2 Regularly inspect the open spaces and outside assets to identify maintenance needs and take appropriate actions to address them.
- 3.1.3 Coordinate with relevant contractors, suppliers, or service providers for the execution of maintenance and improvement works.

3.2 Community Engagement:

- 3.2.1 Encourage community involvement and engagement in the use and development of open spaces and outside assets.
- 3.2.2 Seek feedback and suggestions from residents and stakeholders regarding the management and improvement of these areas.
- 3.2.3 Organise community events, activities, or initiatives that promote the use and enjoyment of open spaces and outside assets.

3.3 Policies and Regulations:

- 3.3.1 Develop and review policies, guidelines, and regulations related to the use, access, and maintenance of open spaces and outside assets.
- 3.3.2 Ensure compliance with relevant laws, regulations, and health and safety standards in the management of these areas.
- 3.3.3 Make recommendations to the Parish Council regarding any necessary changes or updates to existing policies or regulations.

3.4 Budget and Resources:

- 3.4.1 Prepare and submit an annual budget proposal for the maintenance, improvement, and management of open spaces and outside assets.
- 3.4.2 Monitor and manage the allocated budget, ensuring that funds are used efficiently and effectively.
- 3.4.3 Identify potential funding sources or grants to support the development and enhancement of open spaces and outside assets.

4. Reporting:

- 4.1 The Open Spaces & Assets Committee shall provide regular reports to the Parish Council on its activities, progress, and challenges.
- 4.2 The Committee will present recommendations and proposals to the Parish Council for approval of further action as required.
- 4.3 The Committee will maintain accurate records and documentation related to the management and maintenance of open spaces and outside assets.

5. Meetings

- 5.1 The Open Spaces & Assets Committee shall meet regularly, as determined by the chairperson, to fulfil its responsibilities.
- 5.2 The Committee shall elect a chairperson at the first meeting held after the Annual Meeting of the Parish Council.
- 5.3 Proper notices of meetings shall be posted with the correct period of notice given.
- 5.4 No business may be transacted at a meeting unless at least three Committee Council members are present.
- 5.5 Meeting agendas, minutes, and relevant documents shall be circulated to committee members and made available to the Parish Council as required.
- 5.6 A note-taker shall be appointed in the absence of the clerk.

6. Review and Amendment

- 6.1 These Terms of Reference shall be reviewed periodically by the Open Spaces & Assets Committee and may be amended with the approval of the Parish Council, as necessary, to ensure their continued effectiveness and relevance.