



## Chiseldon Parish Council

### Terms of Reference

## ENVIRONMENT, GENERAL PURPOSES & AMENITIES

### Sub-Committee

#### 1. Structure

- a) The Environment Committee is a Standing Committee and shall comprise no more than 11 Members,
- b) Membership of the Committee is established at the Annual meeting of the Council
- c) The Committee shall elect a Chairman & Vice Chairman for each civic year
- d) Co-opted members may join the committee during the year if authorised by the council
- e) Three members of the committee shall constitute a quorum for the meeting.
- f) Frequency of meetings – meetings will be held-monthly. More frequent meetings will be convened as required.

#### 2. Conduct of Meetings

- a) All meetings of the Committee shall be minuted by the Clerk of the Council, by another member of staff or by member of the committee.
- b) All meetings of the Committee shall be public meetings, convened in accordance with the Parish Council's standing orders

#### 3. Purpose of the Committee is to

- a) The Committee will, on behalf of the Full Council manage the delivery of all Parishing Services as agreed in Scheduled 1A of the deed of transfer signed with SBC 2016 and the subsequent addendum signed 2017
- b) The Committee will, on behalf of the Full Council manage and oversee maintenance and security of Village Appearance including street furniture; bus shelters, wildlife areas/woodland (Millennium Copse), heritage & war memorial.
- c) The Committee will on behalf of the Full Council manage, maintain and secure all Parish owned buildings including the Chapel, Recreation Hall, & Sports Pavilion
- d) The Committee will on behalf of the Full Council maintain and oversee parish amenities & facilities including the Allotments, WARP, heritage sites and the Cemetery, Castle View Play Area and the sports fields. The committee will make every effort to maximise income generation from these assets.
- e) The committee will ensure that the Tennis Courts and facilities are maintained, managed and secured as required by the Tennis Club lease. This does not include managing the rental agreement or renewal or changes to the lease which is carried out by Finance Committee
- f) The Committee will, on behalf of the Full Council hold a watching brief on all matters concerning community safety and care for the vulnerable.



#### 4 Specific Responsibilities

- a) Parishing
  - a. Full responsibility to manage the contract agreed with Swindon Borough Council to deliver the transferred responsibilities as outlined in scheduled 1A of the SBC deed of transfer.
  - b. Full responsibility to manage and review 3<sup>rd</sup> party contractor in conjunction with Full Council Chair, Finance Chair and Clerk.
  - c. Represent the Council in all negotiations concerning changes to Parishing responsibilities
- b) Village & Parish Appearance
  - a. Work for the improvement & development of allotments, wild life areas/woodland, open spaces, street furniture and other public spaces across the Parish area.
  - b. Encourage the provision and maintenance of Street Furniture, bus shelters, notice boards, seats and bins (waste and dog)
- c) Buildings
  - a. Chapel & Museum –full responsibility for managing the maintenance & repair
  - b. Recreation Hall – manage and maintain the hall and Car Park, review fees and regulations and recommend changes to Full Council
  - c. Sports Pavilion – manage and maintain, review fees and regulations and recommend changes to Full Council
  - d. On-going maintenance of building services will be outsourced to the Council's preferred contractor.
- d) Facilities & Amenities
  - a. Recreation Grounds – Ensure the grounds are maintained and serviceable. Review fees, regulations and recommend changes to Full Council. Oversee the management and use of the Recreational grounds in conjunction with the Football club.
  - b. Allotments – management of the allotments and relationship with individual tenants including rents and deposits. Major improvements or material changes to the site to be referred to Full Council. In the case of a dispute between the Committee and a tenant that has not been resolved by the Committee, the issue is to be referred to Full Council.
  - c. Cemetery & burial ground – manage and maintain cemetery & burial ground, to ensure the appropriate fees and regulations are revised from time to time, the fees are collected and the regulations are enforced and to ensure that Deeds of Grant and other Admin requirements under the Burial Acts are carried out
  - d. Tennis Courts - Oversee the management of the Tennis Courts & its facilities in conjunction with the Tennis Club. All issues with the Tennis Club lease and its contract terms are under Finance Committee management.
  - e. Castle View Play Area – the committee will manage, maintain and ensure the facilities and equipment to meet official regulation standards. The committee will commission annual inspection checks and action all essential repairs in conjunction



with the finance committee. The agreed 3rd Party contractor approved by Full Council will carry out monthly inspections & maintenance of the CVPA. The Committee will manage the 3<sup>rd</sup> party contractor on behalf of the Full Council.

- f. Marketing facilities - To engage the community and publicise the sports & recreation facilities / events within the village via the Community Website and Community Newsletter. [SEP]
- g. To work with local sporting organisations to ascertain the demand for sports facilities within the village

e) Reports to Full Council to include:

- a. Monthly report summarising resolutions decided and motions requiring Parish Council resolution.
- b. Annual report for the Annual Meeting of the Parish Council to summarise the work undertaken by the Committee in the past year in exercising its responsibilities and delegated powers.
- c. In preparation for the setting of the annual precept - the Committee will put forward proposals for capital expenditure/funding for the following financial year.
- d. If additional or alternative capital expenditure is deemed necessary or desirable this should be referred back to the Parish Councils for their approval

## 5. Delegated Powers

- a) The Environment, General Purposes & Amenities Committee shall be empowered to approve expenditure in respect of the maintenance, enhancement, management and regulation of the facilities subject always to the following provisos:
  - i. Approval of expenditure shall be subject to an overall limit or limits set by the Finance Committee and approved if necessary by the Full Council.
  - ii. Irrespective of 5a(i) above, any single item of expenditure (including VAT and any aggregated stage payments) in excess of £5000, any project budget in excess of £5000, or any contract, order or agreement leading to such expenditure, shall be subject to approval of Finance Committee and Full council unless it has already been provided for by way of an agreed maximum approved by Full Council or an overall project –specific- budget or earmarked reserve approved by Full Council.
- b) The Committee shall be empowered to act on behalf of the Parish Council in respect of the management and maintenance of all building, assets and facilities. This will include the supervision of the contractual firm appointed to carry out the on-going building services as agreed by Full Council.
- c) The Committee shall be empowered to request tenders, quotations in all matters relating to Parishing and enhancement of buildings management and regulation subject always to the expenditure restrictions outlined in 5a above, and to the compliance with relevant standing orders and financial regulations.



Note (in relation to 5a(ii) and 5b above): provided Full Council has approved the maximum amount and purpose of the expenditure, approval of the a quotation or tender, or appointment of a contractor, shall be at the discretion of the committee

- d) The Committee shall be empowered to determine fees to be charged by the Council in respect of the Burial Ground and allotments.
- e) The Committee shall be empowered to manage the future negotiations and changes to Parishing responsibilities as approved by Full Council.
- f) The Committee shall refer Tennis Court lease arrangement, amendments and rental payments to the Finance committee.
- g) Proposals for a significant change to a recreational area must have the approval of the Parish Council

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