



# HOLYBROOK PARISH COUNCIL

Proudly serving the residents of Holybrook Parish since 2000

## COMMUNITY & ENVIRONMENT COMMITTEE

Terms of Reference

### DEFINITIONS AND MEANINGS

**'Council' or 'Parish Council':** Refers to Holybrook Parish Council

**Standing Committee:** a permanent committee that meets regularly

### 1 MEMBERSHIP

1.1 Membership shall be no more than 7 Members of the Council and 4 non-council members who may be co-opted to the Committee.

1.1.1 Co-opted members of the Committee do not have any voting rights except for decisions on:

- Management of land;
- Tourism;
- Festivals/events.

1.2 If not members of the Committee in their own right, the Chairman and Vice-Chairman will be ex-officio members of the committee for the duration of their term of office.

1.3 Meetings must have at least 3 Members, not including ex-officio members, to be quorate.

### 2 MEETINGS

2.1 Meetings shall be held in the Beansheaf Centre, Charrington Road, Calcot RG31 7AW.

2.2 A minimum of two meetings will be held each year. The dates of which are to be agreed at the annual meeting of the Council.

2.3 Additional meetings may be held if agreed by the Chairman and Vice-chairman of the Committee. Usual council Standing Order rules apply.

### **3 OBJECTIVES AND DELEGATED FUNCTIONS**

- 3.1 To manage and control recreation grounds and the equipment therein, public walks and public open spaces, including trees, in the ownership of Holybrook Parish Council.
- 3.2 To manage, in conjunction with the Finance Committee, the parish assets including dog bins, bus shelters, Beansheaf Centre, bins, The Garage, noticeboards and salt bins.
- 3.3 In collaboration with the Clerk, annually review ongoing projects TO ensure completed projects are satisfactory and make Recommendations to council of new projects; new projects may be reviewed by the Finance Committee prior but must be approved by full council.
- 3.4 To be responsible for the Council's support of community projects and to monitor their progress.
- 3.5 To authorise payments, relevant to the responsibilities of this committee, which are required to be made under the terms of any contracts. The committee has an annual Earmarked Reserve budget set for 'Events'.
- 3.6 To recommend, to the Finance Committee, within the agreed policies and approved estimates of the Council, authorization for the appropriation, acquisition and disposal, whether by purchase, sale, lease, licence or grant, of land and interests in the rights concerning land under the ownership and management of the Council. The final sanction for any such decision/recommendation shall remain with the Parish Council.
- 3.7 To consider, devise and, once in place, maintain an Emergency Plan conjunction with West Berkshire Council and other relevant agencies.
- 3.8 To deal with items, for example, litter, under the Clean Neighbourhood and Environment Act 2005 in consultation with relevant authorities where appropriate.
- 3.9 To respond to consultations with regard items such as: libraries, sustainable travel, environment, speeding and annual gritting schedule, and any other as delegated from time-to-time from full council.
- 3.10 To make recommendations to the District Council on traffic management matters.
  - 3.11 To make observations/comments on all matters in relation to public transport.

#### **4 MATTERS DELEGATED TO THE PARISH CLERK**

- 4.1 To authorize minor repair work in relation to parish assets within Financial Regulations.
- 4.2 To manage the Council's press and media reports within the Council's Press and Media Protocol Policy.
- 4.3 To produce and distribute promotional materials on behalf of the Council with approval from the Chairman of the Committee.
- 4.4 To attend meetings with appropriate officers of other agencies to progress projects.
- 4.5 To process complaints regarding traffic signs, road and footway surfaces and poor reinstatement etc. with the appropriate authorities.
- 4.6 To approve expenditure for activities and event display items, in collaboration with the Committee via email, up to the sum of £500.00 and within the agreed event's overall budget. All expenditure must be reported at the next meeting of the Committee.

<b>Original Copy</b>	<b>Date of review approval</b>	<b>Version number</b>	<b>Date of next review</b>
October 2022	Monday 13 <sup>th</sup> May 2024	V2	May 2025