

Wickham Market Parish Council

Environment & Leisure Committee



Terms of Reference

- 1 Objective:** To improve the quality of life in Wickham Market by providing & maintaining local amenities in an efficient & cost effective manner.
- 2 Membership**
 - 2.1 The Committee shall consist of up to **SIX** Councillors appointed at the Annual Meeting of the Parish Council each May
 - 2.2 and up to **FIVE** non-Council Members whom will be appointed by the Parish Council.
 - 2.3 The Chairman will be a Parish Council member and will be appointed at the Annual Meeting of the Parish Council or a subsequent full Parish Council meeting
 - 2.4 The Quorum for a meeting will be a minimum of **THREE PARISH COUNCIL** members.
- 3 Meetings**
 - 3.1 The Committee will meet on a bi-monthly basis on the 3rd Monday of February, April, June, August, October & December.
 - 3.2 The Committee will produce a Schedule of Meetings.
- 4 Voting**
 - 4.1 The non-Council members will have voting rights to enable them to take part in discussions and vote on resolutions/decisions.
 - 4.2 Rules & Regulations
 - The National Code of Conduct will apply to all members of the Committee.
 - The conduct of meetings (declaration of interests, debate, voting etc) will be governed by the Council's standing orders.
 - Decisions are determined by a majority vote but this must be from a majority of elected Parish Council members when voting on items of expenditure.
- 5 Rights & Powers**
 - 5.1 The Committee will have limited delegated powers to:
 - Power-to-spend limited to a specified amount within individual budget headings previously approved by the Parish Council.
 - May make recommendations to the Council for consideration and approval.
 - The Environment and Leisure Committee will have the delegated power to approve payments that are within the budget class of expenditure up to £5,000 at any one time, which will be reported to full council at the next meeting
 - 5.2 The Committee may:-
 - Appoint appropriate sub-committee or Working Group(s) members to facilitate the work of the committee, and these should include at least one Parish Council member (unless previously appointed by the Council).
 - Convene Special Meetings in accordance with the Council's Standing Orders.
- 6 Responsibilities**
 - 6.1 At its December meeting the Committee will produce a draft budget of the proposed expenditure by the Committee for the next financial year for submission to the Parish Council for approval.

6.2 The Committee will:-

- This Committee will be involved in conjunction with the Parish Council, sub committees and working groups be aware of the Council's involvement with all highways, transport and environmental issues and review and respond to consultations when necessary.

 - Monitor the appearance of the Parish and maintain and implement improvements, to such items as:-
 - Street furniture (bus shelters, benches, litter bins)
 - Notice boards
 - Village signs
 - Hanging Baskets
 - Dog waste bins
 - War Memorial
 - Skate Park
 - Village Hall Play Area
 - Simons Cross Play Area
 - Allotments
 - CemeteryMonitor and help develop sports opportunities within the village
- 6.3 Implement crime prevention measures including liaison with the Police and the PC's Police Liaison Representative.
- 6.4 Be responsible for updating the Walks Leaflets within the Parish.
- 6.5 Monitor and promote public transport services and to encourage sustainable transport.
- 6.6 Approve the use of Section 106 monies to meet the transport and environmental needs of the Parish in accordance with Financial Regulations.
- 6.7 Monitor the implications of sport, recreation and cemetery items.
- 6.8 Assist the Village Hall Management Committee with the maintenance and improvement of recreation grounds and amenity areas owned or managed by the Council.
- 6.9 Manage the cemetery and garden of remembrance in accordance with recommendations from WM Cemetery Group.
- 6.10 Manage the allotments in conjunction with the site representatives appointed by the Parish Council.
- 6.11 Promote a culture of safety by carrying out risk assessments and complying with health & safety procedures.
- 6.12 Investigate the acquisition of land for amenity, recreation and other uses.
- 6.13 Approve the use of Section 106 monies to meet the Recreation needs of the Parish, in accordance with Financial Regulations.
- 6.14 When recommending undertaking a new activity/event/service provision to WMPC, the Committee will provide an assessment of potential risks/benefits and estimated cost of the undertaking.

The Committee may defer the decision on any matter to the Parish Council if they feel that this is appropriate.