

# **DOUTLING PARISH COUNCIL**

## **GLEBELAND MANAGEMENT COMMITTEE**

### **Terms of Reference**

Version: 2 (PC 140814)

Adopted: 14<sup>th</sup> August 2014

#### **1. Membership**

- 1.1. A minimum of two Parish Councillors shall be elected to the committee and these shall be re-elected annually at the Annual Parish Council Meeting. The Parish Council chairman shall be an ex-officio member of the committee with a vote if not elected as a full member of the committee.
- 1.2. At the first meeting of the committee a chairman shall be elected to serve for the year. The committee chairman must be a member of the Parish Council.
- 1.3. Another Parish Councillor may be co-opted as a substitute for an absent member in accordance with standing orders clause 15.
- 1.4. A maximum of four members of the public resident in the parish may be co-opted by the Parish Council to serve as voting members on the committee.

#### **2. Discharge of Doultling Parish Council Functions.**

Doultling Parish Council in adopting these Terms of Reference has agreed that the committee shall discharge its functions in respect of all relevant matters relating to the Glebeland Community Park and associated facilities.

#### **3. Delegated powers**

- 3.1. The committee has delegated powers from the Parish Council to perform responsibilities and procedures as set out in 4 below.
- 3.2. The committee operates in accordance with Parish Council Standing Orders as currently adopted.

#### **4. Responsibilities**

- 4.1 The committee is responsible for the day to day management of the area known as the Glebeland and for the continuing development of the area as required and to enable and encourage local people to enjoy the benefits of the resource and to share in the responsibility of caring for it.
- 4.2 The committee is responsible for encouraging bio-diversity through the management of the trees, shrub and grassland.
- 4.3 The committee is responsible for advising the Parish Council and preparing bids for funding and grants through the Parish Council as required for the continuing maintenance and development of the area.
- 4.4 The committee is responsible for liaising with and managing contractors in maintaining the infrastructure and amenities and carrying out improvements as agreed with the Parish Council within such budgets as set by the Parish Council.

#### **5. Procedures**

- 5.1. The committee will meet quarterly or more frequently as required.
- 5.2. Meetings shall take place in a suitable meeting place or on site if required.
- 5.3. Meetings are open to members of the public, who may address the meeting in accordance with Standing Orders clauses 1c – i. The time given to public forum discussions will be at the Chairman's discretion.

- 5.4.** The quorum is three committee members, one of whom shall be a parish council member.
- 5.5.** The Chairman of the Committee shall have a casting vote in accordance with clause 1r of Standing Orders.
- 5.6.** Members shall be punctilious in observing the guidelines laid down by the Model Code of Conduct regarding declarations of interest.
- 5.7.** The Clerk shall:
  - 5.7.1. Publish the Notice and Agenda for the meetings in consultation with both the Parish Council and Committee Chairmen and notify committee and Parish Council members.
  - 5.7.2. Advise the Parish Council if a public meeting is required on any relevant matter.
  - 5.7.3. Maintain contact with relevant departments of County and District Councils.
  - 5.7.4. Take the minutes of meetings if attending or arrange for minutes to be taken by a committee member if not and subsequently distribute to Parish Council and committee members.
- 5.8.** A report to the full Parish Council on delegated committee proceedings and business will be made by the Committee Chairman at each subsequent Parish Council meeting.