

## **TERMS OF REFERENCE – OPEN SPACES COMMITTEE**

These terms of reference should be read in conjunction with Thornbury Town Council Standing Orders.

### **1. COMPOSITION**

- 1.1 The Committee shall consist of a minimum of 6 Councillors.
- 1.2 The Town Mayor (ex officio) and the Deputy Town Mayor (ex officio) shall be given first opportunity of membership, which they may decline.
- 1.3 Councillors who are not members of the Committee may attend the meeting, but they may not vote on a decision.

### **2. CHAIR**

- 2.1 The Committee Chair will be elected at the Annual Meeting of the Full Council.
- 2.2 The Chair's period of office is for one year.
- 2.3 The Committee shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.
- 2.4 The Chair, if present shall Chair the Committee meeting.
- 2.5 In the absence of the Chair and Vice-Chair a vote of committee members will appoint a Chair for that meeting.

### **3. QUORUM**

- 3.1 The Committee shall be subject to a quorum of 4 or one third of its membership whichever is greater.

### **4. CONDUCT OF THE MEETING**

- 4.1 All meetings of the Committee shall be convened in accordance with Thornbury Town Council standing orders and current legislation.

### **5. AREA OF OPERATIONS**

The Committee shall be responsible for the following Town Council functions:

- 5.1 Open spaces owned by, or the responsibility of, the Town Council in the Town and surrounding areas.
- 5.2 Outside facilities such as play areas, skate parks and playing fields owned by, or the responsibility of, the Town Council.
- 5.3 Outside 'street furniture' owned or facilitated by the Town Council such as benches, bins, bus shelters, etc.
- 5.4 Services and projects delivered by the Council in the outdoors such as the hanging baskets.
- 5.5 The management of trees on Council owned land.
- 5.6 Contracts and partnerships with outside bodies that affect the outdoors e.g. grass cutting, Thornbury in Bloom, etc.

5.7 Overseeing the operations of the Cemetery and closed St Marys Churchyard.

## **6. POWERS AND RESPONSIBILITIES**

- 6.1 The Committee may authorise expenditure in accordance with the budget and areas of operation approved and agreed by Full Council.
- 6.2 Overseeing the management of all aspects of upkeep, regulation, maintenance and administration of the Council's outdoor sites and facilities (excluding buildings).
- 6.3 Making recommendations to Council on any investigation or review into any of the areas of responsibility.
- 6.4 Deciding on requirements of any new signage, street furniture or facilities in Council outdoor spaces.
- 6.5 Ensuring any works carried out on the Council's behalf are completed as specified, or otherwise completed to a satisfactory standard.
- 6.6 To make recommendations for the purchase/maintenance of necessary equipment and vehicles for Town Council operations.
- 6.7 To monitor leases/licences and byelaws in connection with Council outdoor spaces.
- 6.8 To oversee bids to external parties for funds to carry out Council projects in outdoor spaces.
- 6.9 To seek to deliver activities, plans and methods of work that will help to tackle climate change and promote ecological benefits.

## **7. HEALTH AND SAFETY**

- 7.1 To satisfy itself that Health and Safety and governance procedures are being followed in relation to the Finance Committee remit.

## **8. ENVIRONMENT**

- 8.1 To give due consideration to environmental, conservation and climate change matters in reaching all decisions.

## **9. EQUALITY AND DIVERSITY**

- 9.1 To consider equality and diversity (race, gender, sexual orientation, marital status and disability), tackling disadvantage, reducing social exclusion, and supporting society's most vulnerable groups, in carrying out the functions of this Committee.

## **10. FURTHER INFORMATION**

- 10.1 The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of Reference for those bodies.
- 10.2 The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit and should make recommendations to Full Council regarding its own Terms of Reference.