



Wallingford Town Council

Parks, Gardens, Allotments and Open Spaces Committee (“the Committee”)

Membership

The Committee will comprise six members and may also include one non-Councillor. The Mayor shall be an ex officio member of the Committee and shall have voting rights. The non-Councillors do not have voting rights.

The quorum of the Committee shall be three members.

Meetings

The Committee shall meet four times a year, (quarterly), and the meetings shall be included in the published scheduled of meetings.

Ad hoc meetings shall be arranged as required.

Terms of Reference

- The Committee is a committee of The Council
- The Committee shall function and operate in accordance with The Council’s approved Standing Orders
- Membership of the Committee shall be ratified at The Council’s Annual Council Meeting
- The Chairman shall be elected annually by the Committee

Responsibilities

The Committee shall undertake the following roles and functions:

- To consider any matters concerning the Parks, Gardens, Allotments and Open Spaces which may from time to time be referred from the Council
- Make a six-monthly inspection of the Parks, Gardens Allotments and Open Spaces and to regularly review the condition of each area of responsibility
- To ensure that the Council complies with the requirement of covenants etc on each area
- To develop plans for the future needs and costs of maintenance of each area
- To work with, inform and support the park staff
- To produce and maintain terms and conditions for the use of each area

- To report at the annual Council meeting in March
- To hold an annual meeting with allotment holders in September each year
- To maintain a record of forthcoming events in Parks, Gardens Allotments and Open Spaces

Delegated Powers

The Committee shall have the following delegated powers:

- To make recommendations to the Council for consideration and approval
- To appoint appropriate Sub-Committees or Working Parties to facilitate the work of the Committee
- To examine, review and develop, on behalf of the Council, various policies, strategies and plans relating to its subject area
- To arrange for community engagement on issues linked to the purpose of this committee
- Approve work on allotments to £500 within budget
- Review tree surveys for open spaces and approve a schedule of recommended work
- Event management, checking insurances and safety inspections from event holders where required and within the Council's Standing Orders.

The Chairman shall have the following delegated powers:

- Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval or otherwise to the next meeting of that Committee

The Town Clerk shall have the following delegated powers:

- To approve the use of the Council's Open Spaces for events, and sign the relevant contracts on behalf of the Council
- To take such action as is necessary to ensure the safety and security of those who use The Council's Open Spaces, including checking insurance and Health & Safety Certificates where necessary
- To take such action as is necessary to fulfil their duties as governed by the Council's Standing Orders