



Community and Open Space Committee

Terms of Reference

New Alresford Town Council ('the Council') has the power to delegate functions to a Committee, Sub-Committee or officer in accordance with Local Government Act 1972. Town Council oversees these Committees and gives them the authority to make decisions, provide budgets for their delegated duties and make recommendations to the Council to make decisions that are not in the power of the Committee to make. The Community and open Space Committee (Committee) shall be responsible for discharging functions on behalf of the Council and has the authority to do so (unless stated elsewhere) in specific circumstances as detailed below.

1. Responsibilities

The Committee is responsible for:

- Ensuring the administration, maintenance and development of the open spaces and playgrounds within the Council's ownership - Arlebury Park, Stratton Bates Recreation Ground, Sun Hill Recreation Ground and The Memorial Gardens - and the Council's allotments at Spring Gardens.
- Working in partnership with individuals, voluntary and community groups, Winchester City Council and Hampshire County Council to promote the wellbeing of its residents and the vitality of the town.

The Committee will:

- Liaise with community groups, sports clubs and groups, schools and appropriate outside authorities and other agencies, and where necessary facilitate the development of groups to meet a need.
- Support and encourage sports and recreational development in the Town
- Support the vision of an active and healthy community.
- Promote environmental awareness within the community, work to protect and enhance the wildlife and environment of the town and to advise Council on environmental issues.
- Generate and actively support well considered ideas for creating and maintaining local amenities, community infrastructure, the local environment and to improve quality of life.
- Organise and facilitate events designed to raise a wider awareness and interest in building the Community
- Manage the Council's Community and Open Space projects and programmes to an agreed and published action plan
- Implement and maintain an annual maintenance programme for the open spaces
- Ensure that any works carried out under the Committee remit on the Council's behalf are completed as specified, or otherwise completed to a satisfactory standard and obtain professional advice as deemed necessary

The Committee has authority to proceed with all items within its budget but must refer to Council when non budgeted expenditure is anticipated.

All Councillors may comment on any project as individuals, but it is imperative that this will have no bearing on Committee decisions as part of the democratic process.

The Committee must be aware of its legal powers and responsibilities, and all undertakings of the Committee shall be carried out in accordance with the Council's Standing Orders and current legislation.

2. Membership and Voting

The Committee shall consist of a minimum of five members of the Council. There is no maximum number of Council members that may be selected to the Committee. The Committee's membership shall be selected by resolution at the Annual Meeting of the Council or the first Committee meeting held following the Annual Meeting of the Council.

Each of the following groups are encouraged to nominate one representative ('Representative Member') who shall be entitled to join the Committee:

- Alresford Rugby Football Club
- Alresford Town Football Club
- Alresford Town Youth Football Club
- Alresford Tennis Club

All Council members serving on the Committee shall have voting rights at any meeting of the Committee they attend in person. Councillors who are not members of the Committee may attend its meetings, but they may not vote on any decisions. In case of an equality of votes, the Chair of the Committee shall exercise the casting vote.

Representative Members shall not be entitled to vote at Committee meetings.

3. Chair and Vice Chair

At the Annual Meeting of the Council a Chair will be elected for the Committee. The Vice Chair of the Committee shall be elected at the first Committee meeting held following the Annual Meeting of the Town Council.

The period of office for both the Chair and Vice Chair shall cease at the Annual Meeting of the Council.

The Chair and Vice Chair of the Council have automatic membership to the Committee and form part of the quorum with full voting rights at the meetings they attend in person. The Chair of the Committee if present will Chair the meeting.

4. Conduct of Meetings

All meetings of the Committee shall be convened in accordance with The Local Government Act 1972 Schedule 12 - Meetings and Proceedings of Local Authorities. and Standing Orders.

4a The Agenda

The Clerk of the Committee in consultation with the Chair is responsible for setting the Agenda items and publicising the dates of meetings to all Council and Representative members. The meeting agendas must be published on the Council website and the Council noticeboard at the earliest opportunity before the meeting is held. In the event that there is a last-minute change which will impact the meeting, the Clerk of the Committee is responsible for notifying all members of the committee and public as appropriate.

A standing item on the Agenda will be 'Budget Review' to review the financial status of the Committee.

4b Quorum

For the Committee to be quorate there must be a minimum of three members present at the meeting.

The Clerk shall be responsible for confirming the number of Council members of the Committee who have confirmed their attendance for each meeting. If it is anticipated that the Committee will not be quorate for any meeting, the Clerk of the Committee shall notify the Chair and Vice Chair of Council at least one working day prior to the meeting to ensure the Committee is quorate.

4c Meetings

The Committee shall meet at any venue that the Committee Chair deems appropriate to the items on the agenda. Unless notified otherwise, all meetings shall be held at the Council's offices at Arlebury Park.

Meetings shall take place at least every 2 months. Additional meetings can be considered at the Committee Chairs request in consultation with the Clerk, if the business of the Committee dictates it is prudent to do so.

4d. Record of Meetings

The Clerk of the Committee shall be responsible for ensuring that each Committee meeting is audio recorded and preparing the minutes of the meeting.

Minutes will include members attendance or reason for non-attendance, all declared interests and all Committee decisions especially those concerning any expenditure.

Draft minutes will be circulated to the Chair and Vice Chair of the Committee for approval prior to circulation to all Council and Representative members.

Minutes of the meeting must be approved at the next Committee meeting. If the next Committee meeting to be held exceeds two calendar months then the minutes must be referred to the Council for approval.

Any items referred by the Committee to Town Council for information or decision will be sent to the Town Clerk for consideration at the next Town Council meeting.

5. Delegated Powers

The Committee has delegated Committee budget responsibility up to the value of £5,000 for any single spend. Any anticipated expenditure in excess of £5,000 must be referred to Council for approval at the earliest opportunity.

It is the responsibility of the Clerk of the Committee to add a note to the agenda item 'Chairs announcements' at the next Council meeting in relation to any expenditure of the Committee exceeding £3000. It shall then be the responsibility of the Chair of the Committee to present the details of that note to the Council.

Decisions can at any time be delegated to Council Staff to action, however the Town Clerk remains responsible for prioritising staff workload.

6. Conflicts of Interest

New Alresford is small in nature and the Council supports all businesses in the town. When quotes for works are requested it is highly likely the business/individual is known the member in some capacity. All Committee members are under a duty to declare any potential conflicts of interest, pecuniary and non-pecuniary interests that may arise. It is imperative that the Council always remains open and transparent. All interests will be recorded in the minutes

7. Review of Terms of Reference

Terms of Reference shall be reviewed annually. The latest legislative updates and best practice guidance must be incorporated into the Terms of Reference. Terms of Reference must be referred to Council for approval.

All Terms of Reference must indicate when they were last approved.

Reviewed by	Last approved	Minute ref	Next review
Town Council	17.9.19	19/136	1.5.20
Town Council	26/05/20	20/008	01/20/21
Town Council	25/10/22	22/123	1.5.23