

PATCHWAY TOWN COUNCIL

Terms of Reference

Parks, Open Spaces, Planning and Transport Committee

Composition: Seven (7) Elected members (Voting)

Quorum: Three (3) members

Co-option: Each year the committee can co-opt members of the public to service as informants and partners on projects specific to the committee. These members will have no voting rights.

Chairmanship: Chairman & Vice-Chairman to be elected by Members at the first committee meeting held in each Council year.

Meetings: Monthly on the second Tuesday of each month, with the exception of the August recess. In the event of an item of urgency an Extra Ordinary meeting can be convened by the Proper Officer or Chairman of the Committee.

Timing: 8.00pm

Venue: The Board Room, Callicroft House, Rodway Road, Patchway.

Reports to: Full Council

Administration: Clerk/RFO

Legal Status: General Data Protection Regulations Governance & Accountability for Local Councils 2018 VAT regulations Adopted Code of Conduct 2012 Adopted Standing Orders Adopted Financial Regulations Localism Act 2011 Local Government Act 2003 Local Government Act 1972 Public Bodies (Admissions to meetings) Act 1960

Terms of Reference & Matters Delegated to the Committee

1. To consider such matters as may be delegated by the Council from time to time.
2. To consider budget proposals specific on committee related centres as directed by the RFO. To make recommendations for future budgets in line with the three year strategic plan.
3. To review and make recommendations to Council on the provision of expenditure that is not within the budget for this committee.
4. To set out and enforce the terms and conditions for all sports bookings.
5. Responsible for ensuring all Parks and Open Spaces are well maintained and safe for the public.
6. To respond on behalf of the Town Council to all Planning Applications received.
7. Authorisation of expenditure within the budget provided that payment is made within the limit previously approved by Council. The Committee cannot commit or spend from future budgets

not confirmed or from future years. The virement of funds must be authorised by Full Council. (The Parks, Open Spaces, Planning and Transport Committee may incur expenditure up to £2,000 per transaction subject to there being sufficient funds in the Budget to meet such expenditure).

8. To consider the recommendations of any Sub-Committees or Working (Advisory) Groups under the control of the Parks, Open Spaces, Planning and Transport Committee.

9. All members of Full Council not on the Parks, Open Spaces, Planning and Transport Committee may attend and participate in the meeting but non committee councillors have no voting rights.

10. To review Council fees and charges for Sports Hire submitting recommendations for consideration by The Finance Committee and Full Council. Expenditure to be in accordance with Financial Regulations.

11. To review all strategies and plans developed under the remit of the committee and report to Council.

12. Make recommendations to the Council on all matters not within existing policy.

Matters not delegated to the Committee

1. The consideration of new & reviews of consultation policy documents of other bodies and any other consultation document.

2. Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy, future direction & strategy.