

Estates Committee Terms of Reference

1. Purpose of the Committee

The Committee shall be called the Wickhambrook Parish Council Estates Committee.

The committee is established to:

- manage, maintain and improve the sports and recreational facilities cemetery and parish lands on behalf of the Parish Council.
- Liaise with other statutory bodies (e.g. Suffolk County Council PROW, Environment Agency etc to maintain and improve opportunities for recreation through open access schemes (e.g. Footpaths and Byways)

2. Appointment of the Committee

The Committee shall be appointed by the Parish Council at the Annual Parish Council Meeting.

3. Membership of the Committee

The Committee shall be comprised of

- three members of the Parish Council with a Chairman who will be elected annually at the Statutory Annual Meeting of the Parish Council; and
- four other (non-voting) members

In accordance with **Standing Order 4 d)v**, two substitute members to the Estates Committee whose role is to replace the ordinary members where they have confirmed to the Proper Officer three (3) days before the meeting that they are unable to attend shall have been appointed by the Parish Council.

The Committee may appoint a Vice-Chairperson.

Both Chair-person (appointed by Parish Council) and vice-chair person shall be Parish Councillors.

4. Quorum

Three committee members, of whom two shall be Parish Councillors, shall form a quorum for all meetings of the committee.

The quorum for a sub-committee or advisory committee shall be determined when the sub-committee is established.

5. Meetings:

Meetings to occur as a minimum of one per quarter or subject to any matters that may require attention or discussion. Such meetings will be scheduled for the year and called by the Parish Clerk as Proper Officer to the Council.

Minutes of all meetings will be recorded by the Clerk (or any member nominated at the meeting if the clerk is unable to attend).

The Council's Standing Orders on the rules of debate (except those relating to standing and to speaking more than once) and the Standing Order on interest of members in contracts and other matters will apply to this committee.

If the numbers of the Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned, and any such business not transacted shall be transacted at the next meeting or on such other day as the Chairman shall arrange.

6 Responsibilities of the Committee

- 6.1 To keep under review the provision of the sports, recreational and parish lands for the residents of Wickhambrook, as below:
- The Cemetery, including the surrounding hedgerows and the chapel
 - The Six Acres, including the bottom and side banks
 - The Village Greens
 - The Children's Playgrounds on the Recreation Ground and at Bury Road
 - The Churchyard, on behalf of the Borough Council
 - To ensure monthly inspection sheets are completed and submitted to the Clerk for the above areas, highlighting remedial action required.
- 6.2 To ensure that annual safety inspections are carried out to meet legal requirements for the above spaces.
- 6.3 To lead on and approve tenders for all aspects of maintenance and ground works for these areas in accordance with the Parish Council's financial regulations.
- 6.4 To manage use of the Parish Council's recreational grounds
- 6.5 To advise the Parish Council of the impact of proposals by owners or occupiers of land that may affect its recreational and sports facilities, cemetery or parish lands.
- 6.6 To review and set the level of the annual fees for use of the Cemetery
- 6.7 To review and recommend regulations for the Parish Council's Cemetery
- 6.8 To work in partnership with the Safer Neighbourhood Team to alleviate antisocial behaviour and vandalism in/on the Parish Council's sports and recreational facilities, cemetery and parish lands.
- 6.9 To work in partnership with appropriate funding bodies to improve the Parish Council's recreational and sports facilities, cemetery and parish lands.
- 6.10 To put forward to the Parish Council, proposals for any improvements, developments or any capital expenditure when requesting funding for the following year.
- 6.11 To prepare an annual report to summarise the work undertaken in the exercising of its delegated powers for consideration by the Parish Council.

7. Sub-committees

The Committee shall have the power to appoint sub-committees. Any sub-committee appointed shall include at least three Parish Councillors.

The Committee shall have the power to appoint advisory committees.

8. Procedures

The Committee and any appointed sub-committee shall be subject to all statutory procedures and Standing Orders as are applicable to the Parish Council.

9. Voting Rights

Members of the committee or of appointed sub-committees who are not Parish Councillors shall be non-voting members in accordance with Section 13 of the Local Government and Housing Act 1989.

All members of appointed advisory committees shall have equal voting rights. The Chairperson shall have a casting vote on all committees.

10. Financial

Expenditure by the Committee shall be within limits set by the Parish Council. No expenditure or commitments beyond these limits without the prior approval of the Parish Council by resolution at a properly constituted Parish Council meeting.

All expenditure shall be subject to formal resolution and to a simple majority vote of the Parish Council members of the Committee. Orders for approved work shall be placed in the name of and be invoiced to the Parish Council.

11. Records

Minutes shall be kept of all meetings of the committee and of any sub-committee or advisory committee. The minutes of each meeting of the Committee shall be presented at the subsequent Parish Council meeting.

All correspondence and quotations relating to the work of the Committee or subcommittee must be kept and shall be made available to the Parish Council as required. Records of all expenditure must be kept and shall be presented to the Parish Council as required.

12. Variation

The terms of reference shall be as defined by the Parish Council and no alteration shall be made other than by resolution of the Parish Council.