

Terms of Reference
Open Spaces Committee
Approved - ?

1. TERMS OF REFERENCE

1.1 To make recommendations on behalf of Bleadon Parish Council on all matters relating to its Open Spaces policies as well as overseeing all matters relating to the employment of Staff with regards to Open Spaces responsibilities

2. OBJECTIVE

2.1 To safeguard maintain and where possible enhance the Village Open Spaces situated within the Parish of Bleadon for both the current and future generations. In addition to ensure that good relationships are maintained with the community at large

3 THE OPEN SPACES COMMITTEE will in respect to its management and maintenance responsibilities :

3.1 provide necessary training to committee members and staff

3.2 advise the Council as to its financial and economic policies that impinge on Open Spaces subject matters and deal with the allocation and control of its asset resources.

3.3 consider and produce where necessary for annual budget purposes costings for both current and future projects in order to assist in the Council in its precept requirements. Such budgetary requirements to be prepared in sufficient time for the Parish Council's formal prior approval

3.4 regularly monitor reports of income and expenditure against the approved budget.

3.5 annually review fees and charges and make any recommendations to Council as part of the budget setting process

3.6 review regularly the Council's Asset Register and Insurance arrangements with regards to Open Spaces

3.7 undertake regular reviews of the Council's Risk Assessment with regard to the Council's Assets and Employees

3.8 review annually its terms of reference

3.9 To carry out whenever required suitable consultation processes that fit the Councils consultation strategy

4. THE OPEN SPACES COMMITTEE will in respect to its personnel responsibilities:

4.1 maintain an overall view of manpower requirements and the allocation of manpower resources

4.2 oversee personnel policy and staff management issues relating to Open Spaces subject matters

4.3 responsible for health and safety policies relating to Open Spaces Matters

- 4.4 responsible for training and staff matters that directly impinge on Open Spaces matters
- 4.5 provide opportunities for continuous professional development of staff and councillors in relation to Open Spaces subject matters
- 4.6 review annually its terms of reference and implement any amendments
- 5 THE CLERK WILL:
 - 5.1 Post agendas on all available notice boards the village website and other forms where appropriate of social media
 - 5.2 Prepare and produce for committee consideration any required budgetary matters