

## **OPEN SPACES COMMITTEE TERMS OF REFERENCE**

The Open Spaces Committee Terms of Reference were adopted by Full Council at its Annual Council Meeting held on 7 May 2019.

### **1. Members**

Eight Parish Councillors appointed annually at the Annual Council Meeting to include the Chairman and Vice Chairman of Council being ex officio.

### **2. Quorum**

The quorum of the Committee shall be three Members.

### **3. Voting**

Only the above may vote and participate at a meeting. In the case of an equal vote the Chairman shall have a second or casting vote.

### **4. Interests**

If a Member has a personal interest as defined by the Code of Contact adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

### **5. Chairman**

The Chairman is to be elected annually by the Committee at their first Meeting.

### **6. Minutes**

All Minutes shall be open for inspection by any Member of the Parish Council or Public.

### **7. Admission of the Public and Press**

The Public and Press may be admitted to all meetings. If required they may be temporarily excluded by means of a special resolution as follows:

“In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item”.

### **8. Responsibilities**

The Committee is responsible for the maintenance of the Parish's Open Spaces.

### **9. Procedures**

At the first meeting following the AGM, the Committee shall, before proceeding to any other business, elect a Chairman and Vice Chairman who shall hold office for one year. Meetings will be held on a needs basis, but at least three times a year.

## **10. Terms Of Reference**

To review the Terms of Reference of the Open Spaces Committee at the first meeting of the Committee after the Annual Council Meeting of Council or when necessary and make appropriate recommendations to Full Council.

## **11. Meeting Duration**

The Open Spaces be for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next Finance Committee Meeting. In exceptional circumstances the meeting may be extended with a vote taken by Members.

**To be Reviewed: May 2020**

**Last reviewed: May 2019**