

## “GROUNDS AND ENVIRONMENTAL SERVICES” COMMITTEE

### TERMS OF REFERENCE

1. Prepare budget proposals for revenue and capital expenditure in the following financial year and submit to the Policy and Committee.
2. Standing committees may authorise expenditure from the annual revenue budget from codes within their areas of responsibility and may also authorise expenditure from earmarked reserves under the management of that committee, for appropriate purposes (i.e. services, activities and projects for which there is a specific and relevant Council/committee resolution, for which the Council has a legal power or duty and for matters which may lawfully be delegated to a committee).  
  
Standing committees may have authority to spend monies from Future Projects earmarked reserves where the specific project has been approved by Council (through the five year financial plan) and the project delivery has been delegated to that committee. Should there be any doubt as to the authority of a committee to approve expenditure from an earmarked reserve, then such authority must be sought from Policy & Finance Committee or Council.
3. Oversee the management of parks, open spaces and play areas under the control of the Council.
4. Manage and maintain all buildings located within the Council’s parks and open spaces.
5. Exercise the Town Council’s powers to acquire maintain, provide, contribute towards expenses of burial grounds, cemeteries, monuments and memorials.
6. Exercise the Town Council’s powers to maintain, repair, protect and adapt War Memorials.
7. Provide and manage allotments.
8. Provide and maintain public conveniences, notice boards, litter bins etc. within the Council’s parks and open spaces.
9. Recommend and review (if required) byelaws in the Council’s parks and open spaces.
10. Establish Sub-Committees or Task and Finish Groups to progress/deliver specific projects.
11. Respond, on behalf of the Town Council, to consultation documents relevant to the activities of the Committee.
12. Review and promote community engagement and development.

Approved by Council 27 June 2016