



Terms of Reference – West Grinstead Parish Council Open Spaces Committee

REPORTING TO: West Grinstead Parish Council

PURPOSE OF COMMITTEE:

To organise and make proposals on the following:

The running and maintenance and improvement of Open Spaces within the Parish;

To respond to public queries relating to Open Spaces and to authorise any actions decided as a result of these queries subject to agreement from the Finance Committee or Parish Council in accordance with the type of any expenditure which might need to be incurred.

DELEGATED AUTHORITY:

To authorise:

The Parish Clerk to take the necessary action to implement approved decisions of the Committee;

The Parish Clerk to obtain quotes and agreement from the finance committee or Parish Council in relation to any necessary expenditure.

MEETINGS: *Schedule meetings as necessary to meet the purpose set but generally the second Thursday of the month.*

MEMBERSHIP: *To be drawn from members of the Council as required.*

QUORUM: *Six (half the membership)*

CHAIRMAN: *The Chairman and Vice Chairman of the Committee shall be decided at the first Committee Meeting after the Annual Meeting of the Parish Council by a simple majority. Nominations before the meeting only.*

EXTERNAL ATTENDEES: *As required.*

PUBLIC PARTICIPATION: *Meetings will be open to the public.*

WORKING PARTIES: *May be set up by the Committee for specific time-limited tasks.*

TERMS OF REFERENCE AGREED BY: West Grinstead Parish Council

Minute number PC_198/2019 Dated 17th October 2019