

## **CHART SUTTON PARISH COUNCIL**

### **Terms of Reference – Resources & Environment Committee**

#### **Members**

- The Chairman of the Council is an ex-officio member of all committees and has voting rights.
- The Chairman and Members of the Committee shall be appointed at the Annual Meeting of the Council.
- Co-opted Councillors may join during the year if authorised by the Parish Council.
- Three members of the Committee shall constitute a quorum for meetings.
- Members from outside bodies may be invited to join the Committee. These persons do not have a right to vote or to move or second a motion.

#### **Meetings**

- Meetings shall be held as required in order to deal with all matters relating to the Pavilion, Playing Field and Open Spaces.
- Minutes of all meetings will be recorded by the Parish Clerk or any member nominated at the meeting and circulated before the next Committee Meeting.

#### **Responsibility/Powers**

- To deal with day to day matters, for example; in order to maintain and/or safeguard the facilities of the Pavilion and Playing Field including the Play Area and all Open Spaces for the benefit of the Parish. The Committee may make recommendations to the Full Parish Council for approval.
- Through the Clerk, to carry out maintenance or repairs as necessary up to a maximum of £500, and to report accordingly to the next Full Parish Council for information. Any further expenditure is required to be recommended to the Full Parish Council for approval.
- The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.

#### **Review**

These terms of reference are to be reviewed annually at the Annual Meeting of Chart Sutton Parish Council.