**Footpaths, Parks and Allotments Committee DRAFT**

**Terms of Reference**

**Membership:**

The committee is comprised of four members of the council; however, additional members may be appointed with full council’s agreement.

Membership will be for one year from the date of appointment at the Annual General Meeting of the council.

The Town Mayor and Deputy Town Mayor are ex officio members of every committee of the council with full voting rights.

**Quorum:**

A minimum of 3 committee members are required for decision making purposes. Ex officio members count towards the committee’s quorum.

**Delegated Business:**

Working in close cooperation with the Clerk and Park Staff, the Committee has delegated authority to deal with the following matters:

1. To ensure that all the council’s parks and open spaces, as set out in Annex One, are managed effectively to provide a pleasant and safe environment for residents and visitors to the town, and that awareness is raised as to their locations.
2. To oversee all the council’s parks and open spaces, including the formulation and implementation of plans to guide their future management, the recommendation and monitoring of budgets.
3. To ensure that play areas are monitored, maintained, and upgraded as appropriate.
4. The committee can consider the provision of new facilities within the remit of its role. All costs must be within the agreed budget or the council may seek outside funding for such works. Any final decision regarding new facilities will be made by full council.
5. To consider the independent annual inspection report and any recommendations required.
6. To provide, administer and inspect three times per year the council owned allotment sites, as set out in Annex One.
7. To work with allotment representatives to ensure good communication with allotment holders and receive suggestions on improvements.

The committee will consider and make recommendations to full council on:

* Any review or amendments of the terms of reference relevant to this committee
* Any matter that are deemed significant enough to require full council consideration or approval.

**Meeting arrangements and frequency:**

The committee, together with the Park Staff Supervisor, will meet at least 4 times per year. Election of the chair will be the first business of the initial committee meeting. The Clerk or Assistant Clerk will record the meetings. The minutes of the committee are to be reported to and received by the full council at the next meeting.

**Review arrangements:**

The committee will be a standing committee of the council. The appointment of the committee will be considered at the Annual General Meeting who may decide to alter or dissolve the committee as required.

**ANNEX ONE**

Wigton’s parks, open spaces and allotments for which the council is responsible is:

**Parks**

Wigton Park, Highmoor Park, Fellview Park, East End Park, and Phoenix Park.

**Open Spaces**

Barton Laws, Barton Laws 2, and Speet Gill.

**Allotments**

Longthwaite Road, Burnfoot, and The Crofts.