



OPEN SPACES COMMITTEE

Terms of Reference

1. Introduction

1. The purpose of the Open Spaces Committee is to consider and determine items of business as directed by the Full Council, and to ensure the Council's areas of responsibility are properly maintained and cared for.
- 1.2 The Committee reports to and makes recommendations to the Full Council.
- 1.3 The Committee shall operate in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

- 2.1 The Committee shall consist of seven Parish Councillors, appointed annually at the Annual Meeting of the Parish Council.
- 2.2 Three members shall constitute a quorum.
- 2.3 The Chairman shall be elected annually by the Full Council..
- 2.4 In the event of a vacancy arising during the year, the Full Council shall appoint a replacement at its next meeting.

3. Meetings

- 3.1 The Parish Clerk will convene meetings in accordance with the annual schedule agreed by the Council.
- 3.2 Members will be summoned to attend meetings, which will normally be held in the Parish Council Office. Councillors who are not Committee Members may attend but have no more rights than members of the public.
- 3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.
- 3.4 Members of the public may speak at meetings in accordance with the Council's Standing Orders.

4. Documentation

- 4.1 Minutes of all meetings shall be recorded by the Parish Clerk and presented for approval at the next Committee meeting.
- 4.2 All correspondence shall be conducted through the Parish Clerk.

5. Scope

5.1 Maintenance and Responsibilities

To Committee shall consider, monitor and oversee the maintenance of the following:

- St Andrew's Churchyard
- Allotments
- The Sentry
- The Play Area
- The Henge
- The Pound
- The War Memorial
- Geneva Island
- Wheelwright's wheel
- The Dancing Tree
- Benches and bins within the parish
- Bird sculptures around the town
- Bus shelter
- Any other general maintenance responsibilities agreed by the Council

5.2 To consider any other issues that may affect the upkeep, appearance, or maintenance of the parish.

6. Review

6.1 These Terms of Reference shall be reviewed annually at the Annual Meeting of Moretonhampstead Parish Council.

Approved May 2025