

WICKHAMBROOK PARISH COUNCIL

Estates Committee

Terms of Reference

1. Name

The Committee shall be called the Wickhambrook Parish Council Estates Committee.

2. Objects

Working as a Committee of the Parish Council to oversee the maintenance and development of:

The Cemetery, including the surrounding hedgerows and the chapel

The Six Acres, including the bottom and side banks

The Village Greens

The Children's Playground on the Recreation Ground

The Churchyard, on behalf of the Borough Council

3. Appointment of the Committee

The Committee shall be appointed by the Parish Council at the Annual Parish Council Meeting.

4. Membership of the Committee

The Committee shall be comprised of four Parish Councillors and four other members.

The Committee shall appoint a Chairperson and may appoint a Vice-Chairperson.

Both appointees shall be Parish Councillors.

5. Sub-committees

The Committee shall have the power to appoint sub-committees. Any sub-committee appointed shall include at least three Parish Councillors.

The Committee shall have the power to appoint advisory committees.

6. Meetings

The Committee shall meet for a minimum of six times a year. All meetings shall be publicly advertised and shall be open to the public.

7. Quorum

Four committee members, of whom three shall be Parish Councillors, shall form a quorum for all meetings of the committee.

The quorum for a sub-committee or advisory committee shall be determined when the sub-committee is established.

8. Procedures

The Committee and any appointed sub-committee shall be subject to all statutory procedures and Standing Orders as are applicable to the Parish Council.

9. Voting Rights

Members of the committee or of appointed sub-committees who are not Parish Councillors shall be non-voting members in accordance with Section 13 of the Local Government and Housing Act 1989.

All members of appointed advisory committees shall have equal voting rights. The Chairperson shall have a casting vote on all committees.

10. Financial

Expenditure by the Committee shall be within limits set by the Parish Council. No expenditure or commitments beyond these limits without the prior approval of the Parish Council by resolution at a properly constituted Parish Council meeting.

All expenditure shall be subject to formal resolution and to a simple majority vote of the Parish Council members of the Committee. Orders for approved work shall be placed in the name of and be invoiced to the Parish Council.

11. Records

Minutes must be kept of all meetings of the committee and of any sub-committee or advisory committee. The minutes of each meeting of the Committee shall be presented at the subsequent Parish Council meeting.

All correspondence and quotations relating to the work of the Committee or sub-committee must be kept and shall be made available to the Parish Council as required. Records of all expenditure must be kept and shall be presented to the Parish Council as required.

12. Variation

The terms of reference shall be as defined by the Parish Council and no alteration shall be made other than by resolution of the Parish Council.

These terms of reference approved by resolution of the Parish Council on 25 May 2017

Review date: May 2018

