

## Ruskington Parish Council

### Terms of Reference for Committees

**Name:** Estate Management and Planning Committee

**Status:** A standing committee subject to the rules of the Council's Standing Orders.

#### **Areas of Responsibility Estate Management**

1. All buildings and infrastructure owned or managed by Ruskington Parish Council:

The Parish Office, its outbuildings, and grounds (including the community garden)

The public toilets on Church Street

The wreath shelter in the Memorial Garden

The cemetery, lych gate, and the closed churchyard

The war memorial in the cemetery

The pavilion and changing rooms

2. To oversee the maintenance, repairs, and renovation of Parish Council owned and managed property, including dealing with tenders, architects, contractors, and project managers.

3. To oversee the renovation and letting of the office units at the rear of the office property, including setting and reviewing the fees and the Terms and Conditions.

#### **Areas of Responsibility – Planning**

1. To consider planning applications and make recommendations for comments to Council.

2. To arrange public meetings in response to contentious applications.

3. To liaise with the Parish Clerk and other agencies.

#### **Membership**

All members of the Parish Council are eligible to become members.

Members of external organisations and volunteers may be co-opted.

Non- councillor members are not able to vote.

## **Quorum**

A Quorum shall be 3 members of the committee membership.

## **Meetings**

The Committee shall meet as often as required with no less than 4 meetings per fiscal year.

## **Chairman**

At the first committee meeting following the Parish Council's Annual Meeting, a Chairman and Vice Chairman shall be elected.

The Chairman shall be responsible for: -

1. The conduct of meetings.
2. Liaising with the Clerk to ensure works, repairs, and maintenance are taking place within agreed timeframes and to a high standard.
3. Working with the Responsible Finance Officer (RFO) to ensure the committee expenditure is within budget.
4. Working with the RFO to prepare a budget for the next financial year.
5. Presenting the minutes of committee meetings / reports to full Council and seeking recommendation for or ratification of proposals made.
6. Ensuring a Councillor represents the Parish Council at Planning Authority meetings, as required.
7. Ensuring the relevant Health and Safety policies and inspections are maintained.
8. Ensuring the Chairman of Council and in their absence the Vice Chairman of Council is informed of matters of concern.
9. The Chairman of the Committee, or a representative, shall be a member of the Finance Committee.