

## Ruskington Parish Council

### Terms of Reference

**Name:** Recreation and Environment Committee

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

#### **Areas of Responsibility:**

1. The management of the Council's public, recreation and play areas, Horseshoe Hollow, the Beck (in liaison with the Environment Agency), the Garden of Remembrance, the allotments, the rewilding of the closed churchyard (in liaison with the PCC).
2. Managing and improving the environment and encouraging biodiversity on land owned and managed by Ruskington Parish Council.
3. Encouraging the improvement of the environment and biodiversity within the village.
4. Liaising with the Parish Clerk, RFO, community and sporting organisations, and other agencies.
5. Ensuring that all recreation and play facilities are maintained in compliance with statutory safety regulations.
6. Investigating potential areas for improving recreational and play facilities.
7. Identifying areas for improvement to enhance village life.
8. Delegated powers to agree the use of the sporting facilities on behalf of the Council.
9. Litter picking and dog fouling within the 30mph speed limit.
10. Liaising with other agencies to ensure the cleanliness of the Parish.
11. Identifying the need for and arranging tree inspections and other surveys and public consultations in relation to improving the environment and recreational facilities.

12. Managing contracts for amenity and grass verge cutting, hedge cutting, and tree works.

13.Overseeing the roles of the Environment Caretaker and Parish Caretaker.

### **Membership**

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

Members of external organisations and volunteers are eligible to be co-opted.

External organisations and non-councillor members cannot vote and must leave the meeting for closed session.

### **Quorum**

A Quorum shall be three or one-third of the total councillor membership, whichever is the greater.

### **Meetings**

The Committee shall meet four times per year, or more frequently as required.

### **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. Presenting the minutes of committee meetings to full Council and seeking ratification of proposals made.
3. Working with the Responsible Finance Officer (RFO) to ensure committee expenditure is within budget.
4. Working with the RFO to prepare a budget for the next Financial Year.
5. Ensuring that Council's policy for Health and Safety and inspections of the play equipment and the Environment Policy are maintained.
6. Ensuring areas are maintained to an acceptable standard.

7. Ensuring the Chairman of Council and in his absence the Vice Chairman of Council is informed of matters of concern.

8. The Chairman of the Committee, or a representative, shall be a member of the Finance and Policy committee.

Adopted on 12 February 2024. Min ref: 10.1. Pg.,11-2024.