

## 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 naturalisation 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. Litter picking and dog fouling within the 30mph speed limit.
9. Liaising with other agencies to ensure the cleanliness of the Parish.
10. Identifying the need for and arranging tree inspections and other surveys and public consultations in relation to improving the environment and recreational facilities.
11. Managing contracts for amenity and grass verge cutting, hedge cutting, and tree works.

12. Overseeing the roles of the Environment Caretaker and Parish Caretaker.
13. Suggesting and exploring the feasibility of projects, including financial cost, staff requirement, equipment requirements and making recommendations to Council.
14. Spending, within its allocated annual budget, money on environment and recreation projects as previously agreed by Council, and on identified routine maintenance.

### **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 reports and the minutes of committee and working party meetings to full Council and seeking approval 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 Clerk and Chairman of Council are informed of matters of concern (in their absence the Deputy Clerk and Vice-Chairman).
8. The Chairman of the Committee, or a representative, shall be a member of the Finance and Policy committee.

Adopted on 11 February 2025. Min ref: 10. Pg.,10-2025.