



CULLOMPTON TOWN COUNCIL

TERMS OF REFERENCE

COMMITTEE NAME:	Services, Property and Outdoor Spaces
TYPE OF COMMITTEE:	Executive & Advisory
PURPOSE:	<p>To manage Cullompton Town Council's property and outdoor spaces.</p> <p>To produce a 1, 3 & 5 Year Plan to cover the scope of its work</p>
SCOPE:	<ul style="list-style-type: none"> • To work with other authorities to promote the public rights of way network within the Parish through schemes such as the Parish Paths Partnership. • To follow ROSPA guidance regarding the management of play areas and play equipment under the control of the council. • The care, maintenance and management of the 'Top Field' and Hayman's Close allotment sites, including review of fees. • To determine any requests for funding - grants or otherwise – for work on The Leat • The maintenance and management of St Andrews car park, Codner's Corner and any public toilet facilities. • The property management and strategic operation of the Cemetery, and Town Hall • Management of street furniture, the War Memorial, the Upcott field and responsibility for the tidiness, cleaning, grass cutting and weed spraying within the Town
AUTHORITY:	<p>The Committee shall decide matters within its scope and where budget has been allocated save where the law provides that the matter cannot be delegated.</p> <p>The Chairman of the committee shall make informed recommendations to the full Council for its approval on all other matters</p>
MEMBERSHIP:	A maximum of 7 Councillors, in addition to the Chair and Vice-Chair of the Council, will be elected to the Services,

	Property and Outdoor Spaces Committee at each Annual Meeting.
QUORUM	3
MEETING ARRANGEMENTS:	To meet monthly. The Standing Orders of the Council apply to all meetings.
REPORTING:	The Chairman of the Committee shall report back to the Full Council with recommendations
RESOURCES:	The Committee will have the use of the Council Office for meetings and the Clerk/RFO will produce agenda, minutes and advise on correct procedure.
REVIEW:	Annually at the Annual Meeting of the Council