

Wickersley Parish Council

Terms of reference for committees

Last reviewed **17th June 2024**

Next Review Date **19th May 2025**

- 1) COMMITTEE:** Winthrop Gardens
- 2) SUMMONS:** Meeting summons prepared by Winthrop Organiser
- 3) POWER TO DECIDE:** Yes
- 4) POWER TO SPEND:** Yes - within budget. (Except for agreeing annual budget, and spending in excess of budget, which must be authorised by full council). May be delegated to Organiser, Clerk or Clerk and the Chairperson of the Committee (or Council Chairperson if unavailable). All to be in accordance with financial regulations.
- 5) ACCOUNTS:** As (4)
- 6) MAX. MEMBERSHIP:** 6 Councillors.

Agreed representatives of the Winthrop Volunteers also to attend the regular meeting but without voting rights.
- 7) QUORUM:** 3 Councillors.
- 8) CHAIRPERSON:** Elected each year at the Annual Council Meeting in May.
Vice Chair appointed at the first committee meeting following the Annual Council meeting
- 9) MEETINGS per YEAR** Minimum 3
- 10) REPORTING:** The Chairperson to report special items and/or recommendations to full council with a copy of the draft minutes at the next available Council meeting following a meeting of this committee.
- 11) UNDERTAKINGS:**
- a) To manage and maintain Winthrop Gardens
 - b) To organise and manage volunteers for Winthrop Gardens
 - c) To organise events at Winthrop Gardens
 - d) To deliver the Winthrop redevelopment programme
 - e) To consider options for the future operating model at Winthrop
 - f) To develop (jointly with HR Committee) a succession plan
 - g) To manage risks associated with the redevelopment and operations at Winthrop
 - h) To appoint a councillor member from the Winthrop Committee to the Wickersley Allotment and Garden Society
 - i) To consider, propose actions and then deliver RESOLVED actions detailed within the business plan.
 - j) To consider any item delegated by Council