

**Wickersley Parish Council**  
**Terms of reference for committees**  
**Last reviewed 16<sup>th</sup> MAY 2022**  
**Next Review Date May 2023**

- 1) COMMITTEE:** Environment
- 2) POWER TO DECIDE:** Yes
- 3) 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 Clerk or A/Clerk *and* the Chairperson of the Committee (or Council Chairperson if unavailable).
- 4) ACCOUNTS:** Financial activity against committee budget will be reviewed and approved at each meeting. The accounts of the committee will form part of the council's accounts and will be audited as part of the council's accounts.
- 5) MAX. MEMBERSHIP:** 6 Councillors.
- 6) QUORUM:** 3 Councillors.
- 7) CHAIRPERSON:** Elected each year at the Annual Council Meeting in May. Vice Chair appointed at the first committee meeting following the Annual Council meeting
- 8) MEETINGS/YEAR** Minimum 4
- 9) 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.
- 10) UNDERTAKINGS:**
- a) To manage and maintain green spaces owned or leased by the Council, including the Stephen Shore Memorial Gardens, trees on public verges, flower beds and installations such as benches within the parish and other items included within the monthly gardening contract – NOTE: excludes the areas at Wickersley Gorse and Wickersley Wood, all recreation grounds, and the Millennium Meadow.
  - b) To manage and maintain Tanyard Toilets.
  - c) To liase with the Handypersons and hold the budget regarding minor repairs and vandalism to parish property and green spaces.
  - d) To liase with the landscape gardening contractor regarding the daily performance of the contract.
  - e) To consider any item delegated by Council.
  - f) To regularly review the green spaces facilities, their use and upkeep and consider the views of children and young people in the management of resources at least once per year.