

## **Bourton on the Water Parish Council (“the Council”)**

### **Village Maintenance Committee Terms of Reference**

The Village Maintenance Committee has the power to make decisions on behalf of the Council as set out below, and to spend/manage the Committee’s annual budget as approved by Council:

Number of Seats:	5
Chairman:	To be elected from the Committee
Quorate:	Minimum of 3
Term of Office:	1 year
Meeting frequency:	Monthly
Budget:	As approved annually by Council

#### **RESPONSIBILITIES**

- a) To maintain in good order and improve, where possible, The Village Green, and other Greens and open spaces around the village that are in the ownership of the Council
- b) To maintain all trees for which the Council has accepted maintenance responsibility
- c) To be pro-active in improving the aesthetic and amenity quality of the village
- d) To support, promote and encourage conservation and sustainability

#### **DUTIES AND POWERS**

- e) To manage, monitor and spend sums in the approved Committee budget subject to the Committee’s minuted decision
- f) With due regard to Health and Safety legislation to identify and assess any risks associated with the Committee’s remit and where needed identify mitigating actions
- g) To make the relevant decisions on behalf of the council, for the overall responsibility of the above, and when felt appropriate, to refer matters to full Council for approval.
- h) Power to authorise correspondence that will not, in itself, result in Council expenditure or bind the Council to any course of action, except for that already approved or provided for in the annual budget.
- i) Power to exercise the Council's statutory powers and duties in relation to the provision of open spaces
- j) To authorise inspection by a qualified tree surgeon, at appropriate intervals, of all trees for which the Council has accepted maintenance responsibility and to instruct works within the approved budget
- k) To present minutes to Council each month for information/consideration/approval
- l) To consider and agree projects/activities on an annual basis
- m) To prepare by October in each year project and budget proposals for the following financial year, for Council’s approval