

## **Terms of Reference for the Estates Committee**

The Estates Committee is appointed by and is solely responsible to Groby Parish Council. The Committee's duties are defined and agreed by the Full Council, which may vote, at any time to modify the Committee's powers.

### **Objectives:**

- To consider all matter relating to the upkeep and maintenance of the Parks, Cemetery and Open Spaces owned or maintained by the Parish Council
- To provide costings and quotations for relevant works
- To establish a long-term strategy for the Parks, Open Spaces and the Cemetery
- Be responsible for the Council's assets

### **Rights and Powers:**

- Written minutes will be taken to record the Committee decisions and will be approved and signed as a true record of the meeting at the next Estates Committee meeting, circulated to Full Council to note at the next Parish Council Meeting, and published on the Parish Council website.
- The Clerk will be responsible for arranging meetings and for the recording and distribution of minutes.
- The Committee has delegated authority to incur expenditure in accordance with the approved Estates budget on the following: Equipment Repairs & Maintenance, Equipment Replacement, General Parks Maintenance, Playground Inspection, Hedges, Tree Works, Signage, Paths, Notice Boards and Cemetery Maintenance.
- To review the Terms of Reference annually

### **Membership:**

- The Committee will consist of no fewer than 5 Councillors
- The first item of business at its first meeting after the Annual Parish Council meeting each year will be to elect a Chair for the year. It will also elect a Vice-Chair.
- A quorum will be a minimum of 3 elected members.
- The committee will usually meet monthly, but will arrange additional meetings as required.

### **Responsibilities:**

- To oversee all matter relating to the upkeep and general maintenance of all the land, parks, opens spaces, and buildings that the Council owns or maintains (including the cemetery)
- To oversee the Council's arrangements for and burials and interments, cremations etc
- To review the Cemetery Rules & Regulations and make recommendations to Full Council and to ensure that the regulations are adhered to
- To review the Cemetery Charges annually and make recommendations to the Parish Council
- To arrange quotes as appropriate and monitor approved budget
- To arrange necessary investigations, surveys and reports
- To submit spending proposals to the Finance & General Purposes Committee for budget purposes for the following financial year
- To ensure that the health & safety regulations relating to parks, the cemetery, buildings and open spaces are adhered to
- To review the annual RoSPA reports
- To review the annual Tree Survey
- To ensure that maintenance and service of equipment is maintained to the correct standard.
- Responsible for the security of premises and open spaces
- To oversee work carried out by contractors.