

TERMS OF REFERENCE - ESTATES COMMITTEE

The Estates Committee is appointed by and is solely responsible to Groby Parish Council.

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
- To consider environmental projects

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.