

Committee Terms of Reference

Land Management Committee

Purpose

The Land Management is an advisory committee reporting to Full Council following each meeting making recommendations for upkeep, maintenance and improvement on all matters relating to land and property owned by the Council. It operates in conjunction with the Councils' Standing Orders.

Membership

The Committee will comprise at least 3 Councillors; the Clerk and Deputy Clerk are ex-officio members.

The Chairman will be selected from amongst the members at the meeting following the Annual Meeting in May.

The quorum of the Committee shall be 3 members.

Members are expected to attend any relevant training.

Meeting Arrangements

The Committee will meet at least quarterly at the Parish Office or any other time, as necessary.

The Committee may invite others to contribute to agenda items.

Minutes will be taken, circulated to members and uploaded to the website (marked unapproved).

The Committee shall:

- Report to Council as often as required on any matter below.
- Consider matters relating to the proper maintenance of Parish properties, including allotments, play areas, the cemetery, trees, and Holyport Pond and receive reports from individual Councillors or the public
- Consider any other matter regarding public property (Parish Council or RBWM) within the Parish Boundaries
- Supervise and ensure compliance with Health and Safety, including the ROSPA inspection of the playgrounds at Jubilee Field, Aysgarth Park and Springfield Park, dog bins, Lamp posts, Trees and any other such matters.
- By October, each year provide full details to the Finance Committee of budget requirements along with a prioritised works list for maintenance and repair of parish assets for the next financial year and provisional details of the required budget for the following two years.
- Any unplanned expenditure will be reviewed by the Finance Committee, in line with the Parish Council Financial Regulations.