



**AUDLEM**  
PARISH COUNCIL

## **AUDLEM PARISH COUNCIL VILLAGE MANAGEMENT COMMITTEE TERMS OF REFERENCE**

Document Control

<b>Approved on behalf of the Parish Council</b>	<b>08.04.2024</b>
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Change history.

<b>Version:</b>	<b>Date:</b>	<b>Reason for Change</b>
V2 21.03.2024	21.03.2024	1 <sup>st</sup> version

### **1. Introduction**

1.1 The Terms of Reference set out in this document are approved by the Full Council, and subject to amendment at future Council meetings.

1.2 The Committee will allow members of the public to address the Committee meeting about items on the agenda. Members of the public may speak for 3 minutes, however, in accordance with the Council's Standing Orders, members of the public may be excluded from the meeting if confidential business is to be transacted.

1.3 The Committee will consist of up to 5 Councillors appointed at the Annual Meeting.

1.4 The Quorum for a meeting will be a minimum of 3 Councillors.

1.5 The Committee will elect a Chair from its Councillor members at its first meeting each year following the Annual Meeting.

1.6 If the Committee chooses to elect a Vice Chair, one can be elected at any time.

1.7 Only Councillors who are members of the Committee will have a vote.

1.8 The Committee will produce a schedule of meetings at the first meeting after the Annual Meeting. The Committee may call extra ordinary meetings as necessary up to a maximum of 3 per year.

1.9 The Clerk to the Council shall act as the Secretary of the Committee. The Clerk shall minute the proceedings and resolutions of all meetings of the Committee including recording the names of those present and in attendance.

1.10 The Clerk will prepare and circulate the agenda and any relevant papers for each meeting to all Committee members and take notes of the meetings.

1.11 Meetings will be called with a minimum three clear days' public notice which will not include the day on which the notice is issued or the day of the meeting.

1.12 Items to be discussed at the meetings are limited to those that are included on the agenda for the meeting.

1.13 Minutes of Committee meetings shall be circulated promptly to all members of the Committee and shall be considered and approved at the next meeting.

1.14 The Councillors Code of Conduct will apply to all members of the Committee.

1.15 The conduct of the meetings (declaration of interests, voting etc.) will be governed by the Council's Standing Orders.

## 2.Objectives

2.1 Manage matters relating to all land and property that the Council either owns or is responsible for.

2.2 Create an annual inspection and assessment programme as appropriate, which will be after the first set of inspections of property listed within the APC Asset Register. Each Committee member being assigned specific items to inspect and will include:

- Buttermarket – the Booking form for use of this is on the APC Website.
- Toilet Building
- Churchfields Conservation Area
- Longhill Moss
- Turnpike Field
- Cox Bank Well
- Village Green
- Baker-Bellyse Memorial
- CCTV
- Defibrillator
- Street Cleansing – The Lengthsman’s Waste Truck and the Village Wastebins.
- Teen shelter – (located on the playing field.)

and via the Clerk, if necessary, liaising with the appropriate bodies for issues with:

- Highways and public footpaths
- Street Lighting
- Drainage - encompassing sewage issues.
- Policing – encompassing traffic and parking issues, to liaise with local PCSO.
- Traders
- Tourism

## 3. Rights and Powers

3.1 The Committee has authorisation within the approved budget, to spend up to a maximum of £250 at any one time with a cap of £1,000 per year.

3.2 For expenditure over the amount of £250, the Committee has the authorisation to obtain quotes for the work/purchase required to bring back to full council for approval.

3.3 The Council’s Standing Orders apply to all meetings of the Committee.

## 4. Review of Terms of Reference

4.1 The Terms of Reference will be continually reviewed. Any amendments will be agreed by full council.

4.2 The Village Management Group Terms of Reference were reviewed and adopted at the Audlem Parish Council Meeting held on 8<sup>TH</sup> April 2024.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ (Chair - -Audlem Parish Council)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Clerk/Proper Office)

Original signed copy held on file by the Parish Clerk.