

# THE MANAGEMENT COMMITTEE

## Milborne Port Parish Council

### Mission Statement:

The Management Committee is committed to the sensitive and careful management, maintenance and improvement of the Parishes open spaces (recreation and amenity areas), Allotments, Cemetery and Town Hall and seeks to conserve the environmental heritage entrusted to the people of Milborne Port for the benefit of future generations and will discharge its role with due consideration to operate within its budget and be financially accountable.

### Delegation:

1. The Full Council of Milborne Port Parish Council has adopted this Terms of Reference at its meeting held on **6<sup>th</sup> June 2023** and has recorded the decision under **Minute: 25**
2. Milborne Port Parish Council will consider renewing these Terms of Reference each municipal year.

### Procedures:

1. The Committee will operate within Milborne Port Parish Council's Standing Orders.
2. At the first meeting of the Committee after the Annual Council Meeting in May, it shall elect a Chairman and Vice-Chairman for this Committee for the forthcoming year from amongst its members. The Chairman and Vice-Chairman may be re-elected.
3. The committee will submit its minutes of meetings for adoption at the next ordinary meeting of the Committee.
4. The Committee shall submit a draft budget and or project considerations for the forthcoming financial year during September to November for inclusion in the budget setting process.
5. The Parish Clerk will provide administrative support for Committee meetings.

### Meetings:

1. The schedule of meetings shall be agreed by the Committee
2. The Management Committee will meet six times per year.
3. Additional meetings will be called as may be required.
4. The quorum of the Committee shall be four.
5. There will be a public consultation period at each meeting.

### Remit:

The Management Committee has the delegated authority to manage and consider amenity areas and open spaces, play areas, hedges and trees. The Allotments, Cemetery, East Street Car Park, the Community Hub and the Town Hall. The Committee has the delegated authority to manage the revenue budgets allocated to this Committee and must not overspend its budget. The Committee will hold the delegated authority to identify and recommend capital projects for the areas within its remit and to monitor the execution of said capital projects. To ensure Council makes best use of its resources and assets at its disposal in delivering services for and on behalf of the Parish.

## Terms of Reference:

1. To manage and enhance all amenity and recreation areas in the ownership of the Parish Council and to give consideration to a programme of maintenance to ensure that they are cared for to a high standard, carrying out appropriate risk assessments and health and safety inspections.
2. To develop and manage a rolling programme of improvement and refurbishment of play areas and skate park so that they become attractive and safe places catering for all the young people of the Village.
3. To maintain a high standard of maintenance of the Village open spaces in support of tourism and the Village 'In Bloom' efforts.
4. To be responsible for the management and maintenance of trees within the Parish Council's ownership and to develop a rolling programme of tree work and planting.
5. To give due regard to the environment and to consider the environmental impact of matters within its remit.
6. To be responsible for managing and determining applications for the hire of Council land.
7. To manage the Cemetery and its budget, setting burial and all related fees. Also, the maintenance of the Chapel.
8. To consider the recommendations of local groups in the conservation of the Parish Council owned open spaces in the Parish and the promotion of sensitive new planting to sustain the landscape for future generations and to liaise with other interested bodies who can advise on areas within the Committee's remit.
9. To manage the Town Hall budget, set the hire & lease fees and to put in place a long-term maintenance schedule.
10. To monitor and manage the grass cutting operation across the Parish.
11. To manage the Council owned East Street Car park.
12. To monitor and review all lease arrangements that the Council has entered into.
13. To monitor the Public rights of way / footpaths and pavements and work with the higher authorities to try and keep them clear and in good repair.
14. To be responsible for the maintenance and management of the Council's assets for open spaces, including determining applications for memorial benches and trees.
15. To oversee the necessary Health and Safety inspections, receive reports and undertake actions as necessary.
16. To review and assess the standard and type of services provided by the Committee and the financial resources necessary to sustain them, giving consideration to bookings and charges and making the necessary recommendations for the preparation of the yearly budget.
17. To review and assess the current provision of allotments within the Parish, set the allotments annual fees and when required to establish new allotments.
18. To monitor and review the Council website and manage the budget.
19. To ensure the release of appropriate information to the press and the public in a timely manner.
20. To work with organisations in the upkeep of leased assets