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**HORNSEA TOWN COUNCIL**

**Terms of Reference for the Parks & Cemeteries Committee**

1. **Authority**

• The Parks & Cemeteries Committee is appointed by and is solely responsible to Hornsea Town 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.

1. **Membership**

• The Committee will consist of all council members.

• The Parks & Cemeteries Committee shall be able to constitute sub-committees and working groups to study any aspect of the Committee’s sphere of activity.

1. **Records of Proceedings**

• The Committee will meet on the 1st Monday of every month

• Additional meetings will be arranged as required.

• Written minutes will be taken to record the Committee decisions and will be adopted at the next full council meeting and signed as a true record of the meeting. The Deputy Town Clerk will be responsible for arranging meetings and for the recording and distribution of minutes. The minutes will be available on the Town Council website.

1. **Duties & Functions**

The purpose of the Committee is:-

• To manage, control and develop the open spaces, play areas, skate park and other leisure and recreational facilities with full delegated powers in respect of any issue relating to these areas.

• To manage and control the Cemetery with full delegated powers in relation to all works.

• Maintenance of flowerbeds, tubs, hanging baskets, troughs and planters and any other areas held by the Council on lease or license – with full delegated powers subject to budget restrictions.

• To receive and act on the annual RoSPA play area inspection and to be responsible for risk assessment on the play areas and parks.

• To have full delegated powers to monitor and allocate all spending as identified within the finalised budget – any item not included in the budget that the Parks & Cemeteries committee proposes to spend will be discussed as a recommendation at Full Council

• To apply for any appropriate grants for the use of the Council with the assistance of the Town Clerk

• To have full delegated powers in relation to leases/wayleave relating to property located within the Parks boundaries.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes.