

Ongar

Town Council



Aimi Middlehurst
Town Clerk

TERMS OF REFERENCE

Jubilee Park and Open Spaces Committee

Membership

A minimum of 4 councillors and a maximum of 7 councillors with membership reviewed annually at the Annual Council Meeting. The Council Chair and Vice Chair are ex-officio members of the committee.

A minimum of 3 members is required for the committee to be quorate.

Meetings

Meetings are called throughout the year, and are usually held on Thursday evenings, commencing at 8pm, to be held at the Council offices, Basons Way, Ongar.

Roles and Responsibilities

- Overall management of Jubilee Park
- Financial control & accounting of Jubilee Park
- Health and safety at Jubilee Park
- Advertising and promoting activities at Jubilee Park
- To determine the Jubilee Park staff training necessary
- To assist the current Sections in promoting their sport at Jubilee Park
- The provision and maintenance of High Street planters
- The removal of graffiti on Council property
- The removal of litter from Council property
- The provision and maintenance of dog waste bins
- The provision of open spaces, play/recreation facilities
- The provision and upkeep of the Council's cemetery service
- The provision and upkeep of allotments
- The provision and maintenance of the Jubilee Nature Reserve
- The maintenance of Manor Square
- The grounds maintenance of all Council property
- Management of the Love Lane Recreation Field
- The provision and maintenance of the skate board park
- The provision and maintenance of Council notice boards

To make representation to the appropriate authority in respect of

- the removal of graffiti from public places
- the removal of litter, street cleansing, waste recycling
- services and facilities provided by other outside agencies and bodies



Liaison with St Martin's Church PCC on the maintenance of the church yard
Liaison with Ongar Allotment and Gardening Society on the maintenance of both allotment sites

Clerk's Report

The Clerk to report on items of interest not on the agenda and an update on items from previous committee meetings.

Standing agenda items

Meetings of the committee shall normally commence with the following business –

- Apologies for absence
- Declaration of member's interest
- Questions from members of the public (this shall be limited to 15 minutes duration)
- Consideration of the minutes of the last committee meeting

Note

Some items of work undertaken by this Committee will have to be held in private session (as required by sections 100 and 102 of the 1972 Local Government Act). In all cases the agenda for meetings will be posted for public viewing with five clear working days notice.

Meetings

The Jubilee Park and Open Spaces Committee has delegated powers to authorise expenditure on behalf of the Council for budgeted items assigned to this committee.

Public involvement is positively encouraged by the Council. Members of the public may speak for up to 15 minutes on any agenda item being considered at the meeting. Standing Orders may be suspended to allow a question and answer session with members of the public.

Items for the agenda need to be approved by Committee Chair in conjunction with the Clerk.

