

ANSTEY PARISH COUNCIL

PROJECT AND GROUNDS COMMITTEE TERMS OF REFERENCE

1. Delegation

- 1.1 Anstey Parish Council has agreed to adopt the Project and Grounds Committee Terms of Reference at its meeting held on 16th May 2023 and has recorded the decision under Minute Reference 12/23.
- 1.2 Anstey Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Membership

- 2.1 The Committee shall consist of a minimum of five Councillors who shall be elected each year at the Annual Parish Council Meeting.
- 2.2 The quorum of the Project and Grounds Committee will be three Members.

3. Procedures

- 3.1 The Committee will operate within Anstey Parish Council's Standing Orders and Local Government Law.
- 3.2 At the Annual Parish Council Meeting of Anstey Parish Council the Parish Council shall appoint the membership of this committee.
- 3.3 A Chairman for the Committee will be elected at the first meeting of the Committee each year.
- 3.4 The Committee will submit all its minutes of meetings to the next appropriate meeting of Anstey Parish Council
- 3.5 The Committee has delegated authority to make decisions on projects that have a previously AGREED budget from Council.
- 3.6 The Committee have delegated authority to complete ACTION on projects that have been previously AGREED by Council.
- 3.7 The Committee has delegated authority to make the decision on any urgent planning applications that cannot otherwise be met within the schedule of Full Council Meetings.
- 3.8 The Parish Clerk / Deputy Clerk will provide administrative support for the Committee

4. Meeting Dates

- 4.1 A minimum of four meetings will be held each year.
- 4.2 The schedule of meetings shall be agreed at the Annual Parish Council meeting

5. Committee Functions

- 5.1 The Committee has a delegated spending power of £2000.00 to complete actions without the need for approval from Council.
- 5.2 The Committee have delegated power to make decisions on items that have been deferred to the Committee, by Council.
- 5.3 The Committee will be responsible for working on projects and progressing the priorities for projects which are set annually by Council, including previously agreed spending power.
- 5.4 To attend meetings with outside partners to further progress projects.
- 5.5 To provide reports for Council to assist with projects.
- 5.6 To make recommendations to Council with regard to projects.
- 5.7 To make recommendations to Council on areas of open space and play equipment that the Parish Council own / are responsible for these include:
 - Recreation ground – Staddon Road
 - War Memorial
 - Millfield Playing Field
 - The Bottom Green
 - Village (Top) Green
 - Link Road Playing Field
 - Mitchells Field – changing rooms at the Nomads Football Club
 - The Cemetery – Groby Road
 - Long Close
 - The cemetery extension
 - Allotment site – Groby Road
 - Public Open Space Groby Road
- 5.8 To make recommendations to Council on buildings that the Council own or are responsible for including:
 - Jubilee Hall
 - Public Toilets in the Nook
 - The Scout Building – Leicester Road