



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

Bracklesham Barn, Beech Avenue
Bracklesham Bay, East Wittering, PO20 8HU
Telephone: 01243 673588

enquiries@eastwitteringbrackleshampc.org.uk

VAT reg. no. 135837105

ASSETS AND OPEN SPACES COMMITTEE TERMS OF REFERENCE

1. The Assets and Open Spaces Committee is constituted as a Committee of East Wittering and Bracklesham Parish Council.
2. The Committee composition shall be a minimum of three and no more than six Councillors as voting members with at least one third of the number of members and not less than three members of the group constituting a quorum.
3. Membership of the Committee shall be ratified at the Annual Council Meeting in May of each year.
4. The Chairman and Vice-Chairman shall be elected annually by the Committee.
5. The Assets and Open Spaces Committee shall be administered and managed in accordance with these Terms of Reference.
6. The Assets and Open Spaces Committee shall meet at least three times a year and the dates shall be included in the Schedule of Meetings
7. The objective of the Assets and Open Spaces Committee shall be to improve the quality of life in East Wittering and Bracklesham by providing and maintaining local amenities in an efficient and cost-effective manner
8. The Assets and Open Spaces Committee shall have delegated powers-
 - To spend to the amount specified in the allocated budget
 - To make recommendations to Council for consideration and approval
9. The Assets and Open Spaces Committee may appoint appropriate Sub-Committees or Working Groups to facilitate the work of the Committee
10. The Assets and Open Spaces Committee's remit shall extend to
 - Provision and maintenance of all Play Areas
 - Maintenance of Open Spaces and Amenity Areas
 - Administration, management and maintenance of properties and buildings in the ownership or control of the Parish Council
 - Provision and maintenance of equipment and other assets
 - Consider matters relating to the acquisition of land or facilities for recreational or related purposes
 - Matters relating to local community organisations and events
 - Undertake any other functions as may be required by working with other agencies on matters such as highways and footpaths, street scene furniture, trees and vegetation
11. All correspondence shall be conducted through the Clerk of the Parish Council wherever possible.
12. Minutes of all meetings shall be kept by the Clerk and forwarded to Members of the Parish Council.