

Wheathampstead Parish Council



Maintenance Committee Terms of Reference

Adopted: July 2014

Status

The Maintenance Committee (MC) is an Executive Committee of Wheathampstead Parish Council with full delegated powers

Membership

The MC shall consist of councillors elected at the Annual Parish Council Meeting in accordance with Wheathampstead Parish Council's Standing Orders (Standing Orders).

Objectives

To work with the community of Wheathampstead and other interested partners in an effective manner for the benefit of the parish. To maintain Council assets to the highest level possible for the benefit of the community while within budgetary and resource constraints.

Procedures

The Committee will operate according to Parish Council Standing Orders.

Meetings

Unless otherwise stated, meetings are open to members of the public and will be scheduled by the committee in accordance with Standing Orders.

Scope, Aims and Objectives

The MC is responsible for the delivery of the following on behalf of Council:

- Building maintenance - Memorial Hall, Forge, Tennis Club, Nursery, library, Pavilions, roofs, car park. Maintaining the asset value and general appearance of these facilities and, where appropriate, making them marketable to hirers.
- Structure maintenance – Heritage plaques, information boards, signs, gates, benches, bins (litter/dog/salt), bus shelters, bridges, play equipment, All weather pitch /Artificial Turf Pitch, Christmas lights, hanging baskets. Maintaining their appearance and arranging replacements as necessary.
- Land management – opens spaces, flower beds, Nomansland, grass cutting hedge cutting. Maintain Management Plans for each major open space and appoint volunteer rangers from the community to help monitor the sites.
- Management of all footpaths and rights of way in the ownership of the Parish Council, including ensuring footpaths on the Definitive Footpath Map are accurate and open to the public. Improvements to footpaths and bridleways will be sought when necessary.
- Management of trees and vegetation within the parish in consultation and partnership with other agencies such as Herts CC, Countryside Management Service, WDPS and in an efficient manner for the benefit of wildlife, residents and landscape conservation.

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The MC will form working parties and approve their terms of reference. Working parties are currently in place for:

- The Memorial Hall Development

The committee will work with volunteers, organisations and statutory bodies to best effect. It will develop an environmental policy that can be applied to all Council activities.

The MC will consider planning applications on behalf of Council at its regular meetings.

Delegated Functions

- ongoing maintenance and budgetary control is delegated to the Clerk with additional expenditure up to £1,000 at the Clerk's discretion.

Constraints

The Committee will be responsible for the production of an annual budget to be considered by the Finance Committee. It will be allocated money from the annual Precept along with income targets. The Committee will work within budget constraints balancing precept, income and expenditure. The Council owns the budget and may change it. The Committee will actively seek outside grants and awards to enable the completion of projects

The Committee will be clerked and minutes received by Council.

Success Criteria

This committee will be successful when the Council receives more positive feedback from residents than negative and when outside organisations and individuals remark on Wheathampstead's appearance and approach to environmental issues. The Committee will also be successful when there is high demand for our sports and recreation facilities.