

COLBURN TOWN COUNCIL
TERMS OF REFERENCE FOR THE OPEN SPACES COMMITTEE

1. The Open Spaces Committee is set up to consider all aspects of maintaining and improving the open spaces within the ward and ensure that the Plays Parks are kept to a high standard of safety and cleanliness.
2. The Committee will consist of up to 7 councillors nominated at the Annual Meeting held in May. Each year, the members of the Committee will elect their own Chair at their first meeting after the Annual Meeting.
3. Meetings will be held on a regular basis (monthly) and will be recorded by the Deputy Clerk who will publish minutes for ratification by full Council. Agendas will be published as required at least 3 working days before the meeting. The Maintenance Person will be invited to meetings to give a report on the current situation.
4. Regular work is carried out by the self-employed Maintenance Person whose contract defines the requirement for maintaining the Play Parks at the correct standard and the additional regular grass cutting duties. The Committee will determine any changes or addition to the schedule which will be agreed with the Maintenance Person.
5. If Meetings are required during the day to meet with developer, play equipment or Land Trust representatives at which only two members can be present plus the Maintenance Person and Deputy Clerk (the legal requirement is 3 members to be quorate): this arrangement will be permissible if the decisions resolved are ratified at full Council through the agreed minutes.
6. Financial decisions will be based on the Council's financial regulations:
 - a. Spending under £500 can be undertaken as minuted. Necessary repairs to play park equipment, tree removal or fencing to maintain safety can be carried out immediately. Serious damage to equipment may require removal or taping off from use whilst a decision can be made on the best way forward.
 - b. For spending between £500 and £8,000 the Deputy Clerk will strive to obtain 3 comparable quotations, and the Committee should select the best option and seek ratification from full Council.
 - c. For contracts between £8,000 and under £30,000, the Deputy Clerk must obtain 3 comparable quotations, and the Committee are to select the best option and seek ratification from full Council.
 - d. For contracts more than £30,000 including VAT, the full requirements of The Procurement Regulations 2024 (in force from February 2025) must be complied with regarding the publication of invitations and notices.
7. Published meetings are open to the public unless the Committee determines otherwise for reasons of necessary confidentiality.

Ratified at Town Council meeting held on 21st February 2022
Reviewed 18th May 2026