



GREAT HORKESLEY PARISH COUNCIL

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JUBILEE GREEN COMMITTEE

TERMS OF REFERENCE

Purpose of the Jubilee Green Committee

This Committee is appointed:

- 1) To manage the takeover of the Jubilee Green by Great Horkesley Parish Council, from Colchester City Council.
- 2) To manage, maintain and improve the Jubilee Green on behalf of the Parish Council.
- 3) To consider, in the first instance, all matters relating to the management and day-to-day running of the Jubilee Green, and make recommendations on strategy, policies and operational matters concerning the management of the Jubilee Green to Full Council.

The Jubilee Green Committee is a Standing Committee of Great Horkesley Parish Council and can be dissolved by Full Council at any time.

Membership

Membership of the Committee will be a minimum of three Councillors. The quorum for this Committee is 3.

The membership will be agreed annually at the Annual Parish Council Meeting, although appointments and changes of members can be made at other times during the year by the Clerk. The Committee meetings may be attended by the Chairman and/or Vice Chairman of the Council as full committee members if not already appointed to the Committee.

A Chairman for the Committee will be elected annually at the first Committee meeting following the Annual Parish Council Meeting. Only appointed members may vote at a meeting. In the case of an equal vote the Chairman of the meeting shall have a casting vote.

All members shall comply with the Code of Conduct and Council's Standing Orders.

The Village Hall Committee may, at its discretion, invite Parish Councillors or others to attend meetings to provide specific subject expertise.

Meetings

The Committee will aim to meet at least four times a year. Meetings shall be called by the Chairman of the Committee or by the Clerk as and when deemed necessary.

All meetings are meetings that, by law, require 3 days clear notice and are open to the public. However, due to the confidential nature of the discussions, the Committee reserve the right to close the meeting to press and public under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Minutes of all meetings are to be produced and submitted to Full Council at the next Council meeting, to include any resolutions made using the Committee's Delegated Powers.

Responsibilities & Delegated Powers

The Committee will work with the Clerk/RFO to consider and recommend strategy and action on policy and operational matters concerned with the Jubilee Green. The Jubilee Green Committee will have the following specific duties:

- a) To make decisions on any matters related to the making of policies, procedures and regulations for the proper management of the Jubilee Green, and to review and amend these policies and procedures annually.
- b) To write, review and update Terms and Conditions of Hire for any hirers of the Jubilee Green.
- c) To make capital and revenue spending decisions from Open Spaces & Facilities budgets already approved by Full Council (without further reference to the Council) and in accordance with the Council's Financial Regulations.
- d) To agree, review amend letting rates for the Jubilee Green.
- e) To ensure the Jubilee Green, the play area and any furniture and equipment on the green is well-maintained.
- f) To make recommendations to the Finance Committee or Full Council with respect to the setting or revision of Open Spaces & Facilities budgets.
- g) To monitor and effect compliance with appropriate legislation, including Health and Safety regulations.
- h) To deal with any complaints from hirers or visitors, liaising with the Clerk and reporting to Full Council when appropriate.
- i) To consider the future development of the Jubilee Green and submit recommendations to Full Council as necessary.
- j) To consider and accept quotations for work to be carried out on the Jubilee Green, always having regard to (c) above.
- k) To review the security and facilities of the Jubilee Green and feed results into the Council's review of Risk Assessments and insurance arrangements.
- l) To actively seek opportunities to apply for grant funding for new and existing projects.

The Parish Council may request that the Committee carries out tasks or responsibilities in addition to those above. All powers shall be exercised in accordance with the Standing Orders, Financial Regulations, policy adopted, or directions given, by Full Council.

Spending Funds

The Committee has a remit to spend within the agreed annual budget approved by Full Council and in accordance with the Council's Financial Regulations. This includes spending

any reserves earmarked for the Jubilee Green and any additional grant monies or donations awarded specifically for the open space. Decisions regarding spending of these funds will be reported to Full Council as necessary.

The Committee will consider and decide its budget priorities and submit those to the Finance Committee in November, prior to the meeting where the budget and precept are reviewed for recommendation to Full Council.

All spending will be agreed at meetings by a vote of all members of the Jubilee Green Committee present. In line with the Council's Standing Orders and Financial Regulations, the Chairman and individual members of the Committee do not have power to make decisions or agree to spending of funds independently.

Spending on emergency items up to a maximum value of £1,000 can be authorised by the Clerk, in consultation with the Chairman in the first instance, or at least two other members of the Committee if the Chairman cannot be contacted. All emergency spending will be reported to the Committee at the next meeting and, should it meet prior to the Committee, to Full Council.

*These Terms of Reference will be reviewed annually by Full Council.
Adopted: Full Council Meeting 18th March 2025 – Minute Ref 24/118 (c)
Reviewed: Full Council Meeting 8th May 2025 – Minute Ref 25/011 (d) (v)*