

PRIDDY PARISH COUNCIL

Parish Amenities, Recreation and Countryside (PARC) committee [Terms of Reference](#)

Version: 3.2

Adopted: 3rd June 2015

1. Membership

- 1.1. Four Parish Councillors shall be elected to the committee and these shall be re-elected annually at the Annual Parish Council Meeting. The Parish Council chairman shall also be a voting member of the committee by right.
- 1.2. At the first meeting of the committee a chairman shall be elected to serve for the year. The committee chairman must be a member of the Parish Council.
- 1.3. Another Parish Councillor may be co-opted as a substitute for an absent member in accordance with standing orders clause 15.
- 1.4. A maximum of four members of the public resident in the parish may be appointed by the Parish Council to serve as voting members on the committee. Such members shall be re-appointed annually.

2. Discharge of Priddy Parish Council Functions.

Priddy Parish Council in adopting these Terms of Reference has agreed that the PARC committee shall discharge its functions in respect of all relevant matters relating to highways, verges, rights of way, access land, greens, commons, other open spaces - and any structures thereon (to include telephone box, benches, notice boards, signposts etc) - within the parish in order to protect the community and to preserve and enhance the parish environment.

3. Delegated powers

- 3.1. The committee has delegated powers from the Parish Council to perform responsibilities and procedures as set out in 4 below.
- 3.2. The committee operates in accordance with Parish Council Standing Orders as currently adopted.

4. Responsibilities

- 4.1. Develop a four year plan in association with the Parish Council.
- 4.2. Assess all aspects of road safety and condition in the parish (to include footways, drainage, gullies, verges, etc) and to act directly and in conjunction with outside authorities to resolve all issues relating to same.
- 4.3. Consider all matters connected with the highways, verges, rights of way, access land, greens, commons and other open spaces and make such decisions necessary for the continuing preservation, protection and enhancement of same as may be required.
- 4.4. Report litter & fly tipping and act where necessary and in conjunction with outside authorities to clear and prevent further occurrences.
- 4.5. Review official consultative documents on matters relating to highways, verges, rights of way, access land, greens, commons and other open spaces and make recommendations for the Parish Council's response.
- 4.6. Refer matters of great importance for consideration by the full Parish Council.
- 4.7. Submit an annual budget and accompanying estimates for the ongoing forecast maintenance requirements to the Parish Council in accordance with clause 2.1 of Financial Regulations and conduct.

4.8. For new projects, areas of spend and other financial requirements to submit proposals complete with quotations and prepared estimates for consideration and agreement by the full Parish Council - who will be responsible for awarding contracts and placing orders in accordance with clause 2.1 of the Financial Regulations.

5. Procedures

- 5.1.** The committee will meet quarterly or more frequently as required.
- 5.2.** Meetings shall take place in a suitable meeting place or on site if required.
- 5.3.** Meetings are open to members of the public, who may address the meeting in accordance with Standing Orders clauses 1c – i. The time given to public forum discussions will be at the Chairman’s discretion.
- 5.4.** The quorum is three committee members, one of whom shall be a parish council member.
- 5.5.** The Chairman of the Committee shall have a casting vote in accordance with clause 1r of Standing Orders.
- 5.6.** Members shall be punctilious in observing the guidelines laid down by the Model Code of Conduct regarding declarations of interest.
- 5.7.** The Clerk shall:
 - 5.7.1.** Publish the Notice and Agenda for the meetings in consultation with both the Parish Council and Committee Chairmen and notify committee and Parish Council members.
 - 5.7.2.** Advise the Parish Council if a public meeting is required on any relevant matter.
 - 5.7.3.** Maintain contact with relevant departments of County and District Councils.
 - 5.7.4.** Take the minutes of meetings and distribute such minutes to Parish Council and committee members.
- 5.8.** A report to the full Parish Council on delegated committee proceedings and business will be made by the Committee Chairman at each subsequent Parish Council meeting.

.....3RD June 2015.
Signed -
Chairman of Parish Council