

Stockton Heath Parish Council

Land Assets Committee

Terms of Reference

These terms are supplemental to, and do not in any way override, the Parish Council standing orders and/or Financial Regulations.

These Terms of Reference were adopted by the full parish council at its meeting on 14 May 2019.

These Terms of Reference will be reviewed annually.

1. Objective

Stockton Heath Parish Council's Land Assets Committee is constituted to consider and to recommend action to the Parish Council on matters regarding the Parish Council's land assets, being Ackers Pit, Mill Lane QEII Jubilee Field and Red Lane Allotments.

2. Membership

- 2.1 The Land Assets Committee shall comprise of Parish Council members elected annually, along with the Chair and Deputy Chair of the Parish Council in an ex-officio capacity, and may include such outside experts as the Committee see fit to invite, with appointments made at the Annual Meeting of the Parish Council held in May, or at such other times as the Committee sees fit.
- 2.2 The quorum of the Land Assets Committee shall be three members.

3. Chair

The Chair of the Land Assets Committee shall be determined at the first meeting of that Committee following the Annual Meeting of the Parish Council in May.

4. Conduct of Meetings

- 4.1 All meetings of the Land Assets Committee will be held in accordance with the standing orders, financial regulations and other such policies as exist of the Parish Council.
- 4.2 The committee shall meet several times a year, with meetings notified with three clear days' notice.
- 4.3 The Parish Clerk or the Chair of the Land Assets Committee may call additional meetings as and when necessary, with three clear days' notice.

5. Powers delegated to the Land Assets Committee by the Parish Council

- 5.1 The Land Assets Committee has the delegated authority from Stockton Heath Parish Council for resolving payments up to a threshold of £5000, where such class of expenditure already has a revenue budget heading for which the Land Assets Committee is responsible and that the authorisation of the payment will not cause the budget to be overspent and that such

expenditure is clearly stated on the agendas of that Committee and shown as resolved on the minutes of that Committee.

6. Responsibilities and areas of operation

6.1 General

To submit annually, a budget recommendation to the Parish Council, which reflects the costs of projects that will meet the aims of the Parish Council with regard to the enhancement and maintenance of the land assets.

To submit annually, recommendations to be included in the Parish Council Action Plan which reflect the aims of that Committee in meeting the maintenance programme and enhancement ambitions of the land assets.

6.2 Ackers Pit

To have an overview and to make recommendations with regard to the maintenance and enhancement of the land asset known as Ackers Pit, which includes maintenance of the pathways, litter bins and benches, planting and other structures within and to the boundary of the area.

At least annually, to inspect the area and identify any necessary actions to reduce risk to users of the area. To document such actions in a Risk Management document.

To liaise with the Warrington Anglers Association in reaching agreement on maintenance and enhancement of the area.

6.3 Mill Lane QEII Jubilee Field

To have an overview and to make recommendations with regard to the maintenance and enhancement of the land asset known as Mill Lane QEII Jubilee Field, which includes maintenance of the pathways, planting and other structures within and to the boundary of the area.

At least annually, to inspect the area and identify any necessary actions to reduce risk to users of the area. To document such actions in a Risk Management document.

6.4 Red Lane Allotments

To liaise, when necessary, with the Stockton Heath Allotment Association with regard to the maintenance and enhancement of the land asset known as Red Lane Allotments.

At least annually, to inspect the area and identify any necessary actions to reduce risk to users of the area. To liaise with the SHAA to ensure such actions are outlined in a Risk Management document.

6.5 Liaison

To liaise with Warrington Borough Council, the Friends of Alexandra Park, the Stockton Heath Festival Trust and other such appropriate bodies.

7. Documentation

Minutes of all meetings will be recorded by the Clerk of the Parish Council at the meeting and circulated at the full Parish Council meetings of Stockton Heath Parish Council.

8. Responses

All correspondence should be conducted through the Parish Clerk wherever possible.

9. Review

These terms of reference to be reviewed annually.