



Kingsclere Parish Council

Terms of Reference for the General Purposes Committee

Reviewed and amended at PPP April 2024 and Adopted at Annual Meeting 20nd May 2024

These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders and / or Financial Regulations.

1: Membership of the General Purposes Committee

1.1.

The Committee shall comprise of 4 Members of the Parish Council, to be confirmed every year at the Annual Parish Council meeting.

1.2.

Any changes in membership of the Committee following the Annual Parish Council meeting shall be subject to approval at the next Parish Council meeting.

1.3.

The quorum of the Committee shall be three of its members.

2: Chairman

The chairman of the Committee shall be determined at the first meeting of the committee after the Annual Parish Council meeting.

3: Conduct of Meetings

All meetings of the General Purposes Committee will be convened in accordance with the Parish Council's Standing Orders.

4: Powers of the General Purposes Committee

The General Purposes Committee will make recommendations on the assets managed and services provided by the Parish Council to the full council at the Ordinary Meeting of the Council. The Committee has the delegated authority to commit up to £500 expenditure on items or services in relation to the assets managed and services provided by the Parish Council.

5: Responsibilities and Areas of Operation of the General Purposes Committee

5.1.

Oversee the management and maintenance of all land, equipment, and facilities under the control of the Parish Council ensuring compliance with legal requirements, including Health and Safety legislation.

5.2.

Oversee the management of the Allotments and the Cemetery reviewing and amending as necessary policies and procedures that relate to the services provided.

5.3.

Ensure all responsibilities of the Recreation Ground Charity (Reg No 301864) are fulfilled.

5.4.

Prepare and review annually all risk assessments for land, facilities and activities controlled by the Parish Council.

5.5.

To take note of any new legislation or regulations, changes in policy or other developments affecting the management of the land, equipment and facilities under the control of the Parish Council and the services provided.

5.6.

Ensure Environmental Policies adopted by the Parish Council are implemented.

5.7.

Review Planning Applications ensuring all applications comply with the Neighbourhood Plan and in conjunction with the Planning Panel assess any action needed to revise or renew the Neighbourhood Plan.

5.8.

Promote the enhancement of the appearance of the parish and management of the general upkeep particularly in relation to the management of litter.

5.9.

Undertake any other functions as may be required by working with other agencies on matters such as highways and footpaths, street scene furniture, trees and vegetation. Where allowed take action to improve safety.

5.10.

Matters relating to local community organisations and events

5.11.

Consider matters relating to the improvement and acquisition of land or facilities for recreational or related amenity purposes.

5.12.

To hold a minimum of four meetings in any financial year. Meeting dates will be set at the start of the year but may be called as the Committee chairman or the Parish Council Chairman feel necessary to ensure that Members are up to-date with the matters overseen by the General Purposes Committee for the Parish Council.

Policy Adoption History

As adopted at the Ordinary Meeting of the Parish Council on 27th July 2020

Reviewed and adopted with no changes by OM 26th July 2021

Reviewed an amended OM April 2023 Adopted at OM May 2023

Reviewed April 24 and adopted OM 20th May 2024