



Glynneath Town Council

Terms of Reference

Parks & Open Spaces Committee

Membership:	6 (Six); as determined by Full Council 6 councillor members
Chairperson / Vice Chairperson:	To be elected by the membership of the Committee
Quorum:	3 (three) – <i>Refer to Standing Orders</i>
Meetings:	Meetings to be held as and when needed
Areas of Responsibility:	Welfare Park (all areas within its boundary); Pontwalby Park; Dynamic Park
Remit of the Committee:	• To oversee the general management of the areas identified • To monitor the Parks & Open Spaces budget and take decisions to spend within this approved budget in line with the Council's Financial Regulations • To make recommendations to Council as and when required in relation to expenditure that falls outside the approved budget or exceeds the thresholds set in the Financial Regulations • Prepare estimates of expenditure in November for the forthcoming financial year for consideration by the Council • To work towards improving the assets identified and as and where required, make such recommendations to Full Council • To work in partnership with all the appropriate funding bodies to help to provide for, improve and upgrade the assets identified • To review the Hire Agreements as and when required, and make appropriate recommendations to Council • To oversee the maintenance, management, regulation, security and development of the facilities, and ensuring that they are fit for purpose, and maintained in such condition as to be safe and welcoming to visitors • To ensure that risk assessments, health and safety checks and maintenance inspections are carried out, including weekly and annual play inspections relating to the children's play areas, and tree condition surveys, and ensure suitable steps are taken to remedy any shortcomings
Participation of non-members:	
Non-Members may attend and observe proceedings where the meeting is open to members of the public. Non-Members may speak at the discretion of the Chairperson of the Committee. Non-Members may not vote at any Committee meeting.	