

# Milton Parish Council

## Maintenance Committee

### Terms of Reference

#### Membership

- Membership of the Committee can include an + Ex Officio and up to 2 allotment representatives
- Membership of the Committee shall be determined at the Annual Meeting of the Council
- The Committee shall appoint a Chairman by election from members of the Committee at the first meeting following the AGM
- Councillors not on the Committee but wishing to attend may do so BUT do not have a vote
- Non-councillor members shall not have voting rights

#### Quorum

The quorum necessary for the transaction of any business shall be **three**. If the number of Councillors who are members of the Committee (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned **or if continues no decision can be made**. Business not transacted shall be transacted at either the next full Council meeting or at the next meeting of the Committee or on such a day as the Chairman may fix.

#### Committee

- **The Committee hereinafter constituted shall direct the policy and general management of the affairs of the committee.**
- **The Committee may invite persons to meet with the Committee in an advisory capacity.**
- **Minutes shall be kept and shall enter therein a record of all proceedings and resolutions of the Committee.**
- **Should there be a case of equality in the votes, the Chair or appointed person will have the casting vote.**

#### Frequency of Meeting

The Committee shall normally meet quarterly as per the calendar of meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chairman shall require

#### Notice of Meeting

The Clerk will call a meeting of the Committee at such time as agreed by the Committee or the Committee Chairman and publish the agenda following standard Council practice.

#### Minutes of the Meeting

Every meeting of the Committee shall be minuted and the minutes agreed by the Committee at its next meeting. The minutes shall then be published according to standard Council practice. Draft

minutes may be published with the agreement of the Committee, so long as it is clearly indicated that they are draft and could be subject to change at a later date.

## Area of Responsibility

The Maintenance Committee has the delegated authority to:

- Review fees and maintenance for allotments
- Review cemetery charges, policies and maintenance
- Review grass cutting and any aspect of maintenance throughout the parish
- Review and monitor service levels for any maintenance contract awarded
- Review the provision and maintenance of play equipment. MPC employs staff to inspect all Parish Council play areas. Milton Community Centre (MCC) is responsible for play equipment at the two recreation grounds. MPC organises a twice-yearly inspection by Fenland Leisure Products. The cost of the inspections for equipment on the two recreation grounds is met by MCC – The Sycamores and Coles Road

## Delegation of Powers

The Committee may spend up to its agreed delegated budget without recourse to Full Council on items or cost categories that have been budgeted. Virement can be made between cost categories if necessary. Any items that have not been budgeted for must be referred to full Council as soon as possible.

Noting delegation policy for the Clerk, the Chairman of the Committee and Clerk together with one other person serving on the Committee may approve spend within budget and for approved projects without referring to Full Council, for report in writing at the next available meeting.

## Clerks Delegation of Powers

The Clerk may spend on any matter deemed as an emergency, up to £1,000. The Chairman may spend £1,000 in an emergency with agreement of the Clerk or another member of the Committee in the absence of the Clerk. (This allows up to £2,000 to be spent in an emergency for this Committee's areas of responsibility)

Document History			
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Reviewed by Clerk			
Draft to Council	4 Feb 2019	11	2
Council Approved			
Next Review	Feb 2020 or changes in legislation		