

Lowestoft Town Council

Terms of Reference for the Parks and Open Spaces Sub-Committee of the Assets, Inclusion and Development Committee

1. The Parks and Open Spaces Sub-Committee has been established by the Assets, Inclusion and Development Committee of Lowestoft Town Council.
2. **Duties.** The Sub-Committee's duties, as set out in these terms of reference, are defined and agreed by the Assets, Inclusion and Development Committee, which may vote, at any time, to modify, remove or increase the Sub-Committee's term.
3. **Meetings.** Meetings are to be held as and when required.
4. **Membership.** The Sub-Committee will consist of no fewer than four councillors. The Chair will be elected at the first meeting of the Sub-Committee each council year. All members of the Sub-Committee are expected to represent the interest of the whole Council area. Any elected member can preside by agreement in the Chair's absence. A quorum will be three members of the Sub-Committee. There should be two named Councillors to act as substitutes to ensure that all meetings are quorate. The Chair of the Council will have automatic membership and full voting rights. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed with the Public Forum.
5. **Record of Proceedings.** The Sub-Committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Sub-Committee's decisions and will be received at the next Assets, Inclusion and Development Committee meeting. The Clerk will be responsible for arranging the recording and distribution of the minutes.

6. Responsibilities

The Sub-Committee was established by the Assets, Inclusion and Development Committee to fulfil the following responsibilities: -

- a. To recommend preferred suppliers for the Council to work with, e.g. for plants and bulbs.
- b. To explore funding options to support projects relating to parks and open spaces.
- c. To make recommendations on parks and open spaces budgets, including planting and furniture.
- d. To identify all of the Town Council's parks and open spaces and make recommendations as to future plans for them, in line with the Council's Open Spaces Strategy.
- e. To consult with other Committees, such as Planning and Environment and the Neighbourhood Plan Sub-Committee, on the development of open spaces.
- f. To consult with the community, in line with the Town Council's Communications Strategy.
- g. To review its own remit, in line with the Open Spaces Strategy, and make recommendations to Assets, Inclusion and Development Committee annually on its Terms of Reference.