



## **Village Services Committee Terms of Reference**

**Approved: 15<sup>th</sup> December 2022**

**Minute Reference: 152/FC/2223a.**

**Review date: May 2023**

*M Eyre*

**Signed by Chair, Councillor Martin Eyre**

Eight (8) Councillors.

Members will be appointed annually by the council at the Annual Meeting of the Parish Council in May.

- The Chairman and Vice-Chairman of the Committee are to be elected annually by the Village Services Committee at the first meeting after the Annual Council meeting of Kippax Parish Council and shall hold office until the next Annual Council meeting
- The quorum of the Committee is 3 voting members

### **Role**

The Village Services Committee has certain delegated powers to make decisions and spend, within its allocated budget, for all activities related to the delegated powers. The committee is responsible for assigning tasks to the Village Caretaker, working with local partners to address maintenance concerns in the community and referring recommendations for protecting and enhancing green spaces to full council for consideration.

### **Meetings**

Meetings of the Village Services Committee will take place on the second Monday of each month. Extraordinary meetings of the Village Services Committee can be convened by the Chairman of the committee as and when necessary or, if the Chairman of the committee does not call an extraordinary meeting within 2 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

Members will be summoned to attend meetings which will be held in a venue in Kippax and Public Notice of the Meeting shall be given in accordance with Schedule 12, Para 10(2) or the Local Government Act 1972. The committee shall abide by the Standing Orders adopted by Kippax Parish Council.

The committee Chairman will preside at meeting, or in their absence a Vice-Chairman. If neither the Chairman or Vice-Chairman are present, the first item should be to appoint a member councillor to preside at the meeting as Chairman.

### **Documentation**

Agendas will be prepared by the Clerk and published in accordance with Kippax Parish Council's Standing Orders and Administration of Agendas and Minutes policy. The meeting will include a public forum that will last for 10 minutes.

Minutes of the meetings will be recorded by the Clerk and ratified by the Village Services Committee. The minutes will be circulated to full council for information and published on the website.

The committee will present all relevant financial documents to the Finance and Corporate Governance committee at its monthly meeting.

### **Accountability**

The Village Services Committee has delegated powers to act and make decisions on behalf of the full council in relation to the defined terms of reference only; any matters outside the remit of Village Services Committee's terms of reference shall be referred to the full council as recommendations for consideration.

### **Scope**

- The committee has delegated powers to assign tasks to the Village Caretaker, in line with their capabilities and relevant risk assessments and permissions
- The chairman of the committee will administer the caretaker's petty cash in line with the council's Financial Regulations
- The committee has delegated powers to approve expenditure under £200 for materials and equipment to enable the Village Caretaker to carry out assigned tasks, examples include:
  - Paint and Equipment
  - Cleaning Products and Equipment
  - Litter Pickers
  - PPE and Uniform
  - Repair and Maintenance Costs of Equipment
  - Strimmer Wire
  - Small Tools and Hardware
  - Petrol for Power Tools
- For purchases over £200, the committee will refer recommendations to full council for consideration. Examples include:
  - Power Tools
  - Storage Facilities
  - Transport Solutions
- The committee has delegated powers to approve all expenditure relating to the annual service and repairs of the caretakers' tools and equipment within the allocated budget.

- The committee has delegated powers to approve expenditure relating to the purchase, repair and installation of village flags and the inspection and repairs to the flag poles within the allocated budget.
- The committee has delegated powers to liaise with Leeds City Council, Yorkshire Wildlife Trust, Local Policing Teams and relevant organisations to request repairs, improvements and updates on matters of concern and maintenance in the village
- The committee has delegated powers to approve expenditure up to £200 relating to schemes to enhance the village environment and its green spaces
- The committee will consider ways to support and enhance green spaces in the village (in cooperation with the Youth and Leisure Committee and Kippax in Bloom where appropriate). For expenditure over £200 the committee will refer recommendations to full council for consideration. Examples include:
  - Planting Schemes (shrubs, trees, flowers)
  - Information boards and signage
  - Benches and Picnic Benches
  - Organised Litter Picks
  - Bins
  - Footpaths. Steps and Walkways
- The committee will consider issues relating to speeding and traffic calming and for expenditure over £200 will refer recommendations to full council for consideration
- The committee will consider concerns relating to litter and the provision of bins in the village and for expenditure over £200 will refer recommendations to full council for consideration
- The committee will consider matters relating to crime and crime prevention including anti-social behaviour, graffiti and offences under dog control orders and for expenditure over £200 will refer recommendations to full council for consideration
- Members of the committee may undertake training from time to time to support their role; this will be done in conjunction with the Clerk and with regard to the council's training budget.

## **Review**

The Village Services Committee terms of reference are to be reviewed annually at the Annual meeting of the Council.