



Village Services Committee Terms of Reference

Approved: 15/10/2020 (Item 141/2020a)

Review date: April 2021

Signed by Chair, Councillor Martin Eyre

Membership:

Six (6) Councillors

To be elected annually at the Annual Meeting of the Parish Council in May

- The Chair and Vice-Chair of the Committee are to be elected annually by the Planning 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 first Tuesday of each month. A meeting of the Village Services Committee can be convened by the full council or the Chair of the committee as and when necessary.

Members will be summoned to attend meetings which will be held either via Zoom or in a local venue 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 Chair will be in charge of the meeting, or in their absence a Vice Chair. If neither the Chair or Vice Chair are present, the first item should be to select a member councillor to chair the meeting.

Documentation

Agendas will be prepared by the Clerk and published in accordance with Kippax Parish Council's Standing Orders. The agenda 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 committee at the 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 recommendations without delegated powers to act and make decisions or outside the Village Services Committee's terms of reference shall be made to the full council.

Scope

- The committee has delegated powers to assign tasks to the Village Caretaker, in line with their capabilities and relevant risk assessments and permissions (all other matters of employment are assigned to the Clerk/Personnel Committee)
- The committee has delegated powers to approve expenditure under £100 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 £100, the committee will refer recommendations to full council for consideration. Examples include:
 - Power Tools
 - Storage Facilities
 - Transport Solutions
- 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 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) and 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 refer recommendations to full council for consideration
- The committee will consider concerns relating to litter and the provision of bins in the village and 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 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 first meeting after the Annual Council meeting.