

TERMS OF REFERENCE DOCUMENT



NEWQUAY TOWN COUNCIL

Committee: **Footpaths, Bridleways and Open Spaces (FBOS)**

Date of Inception: **Wednesday 7th August 2013**

1.0 Membership

Membership of this committee is to be re-elected annually at the Annual Meeting of the Town Council.

- 1.1 The FBOS Committee to consist of eight members of the Council (both genders should be represented).
- 1.2 The Committee Chairman and Vice Chairman are to be elected annually by the FBOS Committee at the first meeting after the Annual Council Meeting of Newquay Town Council and shall hold office until the next Annual Council meeting.

2.0 Aims

To provide effective, efficient and professional management of all FBOS projects, Footpaths, Bridleways and Open Spaces managed or owned by Newquay Town Council and to seek to improve, enhance and protect the quality of the areas for Newquay visitors, traders and residents.

3.0 Objectives

To manage, maintain and improve wherever possible Footpaths, Bridleways, Open Spaces and Skateboarding facilities managed or owned by Newquay Town Council on behalf of Full Council to enhance the Newquay area, increase activity and ensure as far as possible user's safety.

4.0 Meetings

- 4.1 The committee shall meet 9 times in a Municipal year, on the third Wednesday each month (the exceptions being May, August and December), with Special meetings being called as required by the Town Clerk, through normal procedures defined in Standing Orders.
- 4.2 Members will be summoned to attend meeting which will be held in the Council Offices and a Public Notice of the meeting shall be given

TERMS OF REFERENCE DOCUMENT

in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

- 4.3 The Town Clerk may attend any meeting to offer advice, guidance and support.

5.0 Documentation

- 5.1 The minutes of all meetings shall be recorded by an officer of Newquay Town Council, scheduled by the Town Clerk and circulated at Full Council meetings of Newquay Town Council.
- 5.2 All resolutions and recommendations to Full Council shall be recorded in the minutes of the meetings.

6.0 Accountability

- 6.1 The FBOS Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to Full Council and may require another committee's input before a decision is made by Full Council or another responsible committee.

7.0 Scope

- 7.1 The FBOS Committee have delegated powers to make decisions and project manage any Newquay Town Council initiatives which fall within the budget of this committee.
- 7.2 The FBOS Committee has delegated powers from Full Council to submit a statement for the Annual Report and Annual Town Crier magazine (or equivalent).
- 7.3 The FBOS Committee has delegated powers to spend up to its annual budget, without the requirement to go back to Full Council for approval; subject to such spends falling within the remit of Footpaths, Bridleways and Open Spaces (not covered by any other Town Council committee) and are FBOS committee projects, budgeted for in-line with Financial Regulation 3.1.
- 7.4 The FBOS Committee have delegated powers to establish an Annual Committee Budget for approval by Full Council no later than November each year in-line with Financial Regulation 2.1.
- 7.5 The FBOS Committee have delegated powers to consider and make relevant decisions on any matter referred to it by Full Council.
- 7.6 The FBOS Committee may recommend to Finance and Policy having any unspent budgets placed within an FBOS Committee contingency reserve in accordance with Financial Regulation 3.3. Such a contingency would be controlled by the FBOS Committee, but would be subject to getting spending approval from Full Council in accordance with Financial Regulation 3.4.

TERMS OF REFERENCE DOCUMENT

- 7.7 The FBOS Committee has the delegated powers from Full Council to appoint Sub-Committees and Working Parties which shall report to it in accordance and within the scope of Standing Orders 21.0 – 22.5 inclusive.
- 7.8 The FBOS Committee has delegated powers from Full Council to accept and set the terms of reference of any FBOS Sub-Committee or FBOS Working Party which it sets up, but the terms of reference must adhere to the FBOS Committee's remit and terms of reference.
- 7.9 The FBOS Committee have delegated powers from Full Council to consider and investigate sources of external funding (including grants) for any relevant FBOS projects, but should always involve the Finance and Policy Committee unless there is not enough time for the Finance and Policy committee to feed in or handle the application, and no other committee has the responsibility for the initiative which funding is being applied for.
- 7.10 The FBOS Committee has delegated powers from Full Council to handle, fund or support the following initiatives as per its budget for 2013-14:
- 7.10.1 *Gannel Boat Yard, Car Park and Picnic areas*
 - 7.10.2 *Crantock Street Open Space*
 - 7.10.3 *Footpaths Maintenance*
 - 7.10.4 *Hanging Baskets initiative*
 - 7.10.5 *Wooden Waves Skatepark*
 - 7.10.6 *Bus Shelter Maintenance and Cleaning*
 - 7.10.7 *Footpath Signage and Plaques*
 - 7.10.8 *Weed killing*
 - 7.10.9 *Priory Woods area*
 - 7.10.10 *Allotments*
- 7.11 The FBOS Committee has specific delegated powers from Full Council to determine and keep under review the range and scale of Footpath Maintenance and Weed Killing, but must always seek and consider advice and recommendations from the Staffing Committee and Town Clerk should any proposed changes or re-structures involve the introduction of staff, including any relevant future effects this may have on such staff.
- 7.12 The FBOS Committee has specific delegated powers from Full Council to determine and keep under review the range and scale of Skatepark Management and Maintenance, but must always seek and consider advice and recommendations from the Staffing Committee and Town Clerk should any proposed changes or re-structures involve the introduction of staff, including any relevant future effects this may have on such staff.
- 7.13 The FBOS Committee must refer any policy or procedural changes, introductions or rescissions to the Finance and Policy Committee for

TERMS OF REFERENCE DOCUMENT

their decision and must always involve the Staffing Committee and Town Clerk where such policies or procedural changes etc. affect members of staff.

- 7.14 The FBOS Committee has delegated powers from Full Council to give delegated authority to the Chairman (or Vice Chairman in their absence) and the Town Clerk to authorise any emergency repair works to the Skatepark without the requirement for a committee meeting provided the works have been identified as a requirement, pose a high safety risk to users or as directed by a competent person/organisation including Cornwall Council/ROSPA.
- 7.15 Action taken under 7.13 must be taken to the Committee by the Town Clerk/Chairman for a retrospective resolution on the emergency action taken.
- 7.16 The FBOS Committee has delegated powers from Full Council to provide delegated authority to the Town Clerk to close the Skatepark and arrange security for the Skatepark if a competent person/organisation deems the park to be unsafe and poses a significant risk to user's safety, remedial works cannot be carried out immediately and/or where a directive has been given by the Town Council's insurance company.
- 7.17 The FBOS Committee has delegated powers from Full Council to prepare and negotiate contractual terms with third parties as necessary for the operation, repair and overhaul, routine maintenance and cleaning services associated with FBOS controlled services, equipment, infrastructure and activities provided such contracts are covered within the FBOS Budget, do not create a long-term contractual obligation (over 5 years) and only upon fully considering the current and future financial implications this may have on the FBOS Committee's budget in-line with Financial Regulations 3.8 - 3.9 and Financial Regulations 11.0 - 12.3 inclusive.
- 7.18 The FBOS Committee has delegated powers from Full Council to investigate, handle and manage the implementation of any Dog Control Orders in the Parish of Newquay but must always seek and consider advice and recommendations from the Staffing Committee and Town Clerk should any proposed changes or re-structures involve the introduction of staff, affect current staff or any relevant future effects this may have on such staff.
- 7.19 The FBOS Committee
- 7.20 The FBOS Committee has delegated powers from Full Council to implement, handle or manage any Bye Laws in the Parish of Newquay but must always seek and consider advice and recommendations from the Staffing Committee and Town Clerk should any proposed changes or re-structures involve the introduction of staff, affect current staff or any relevant future effects this may have on such staff.

TERMS OF REFERENCE DOCUMENT

8.0 Review

The FBOS Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting. Any changes must be recommended to Full Council for approval.

Date Compiled/Reviewed:	18.01.2017
Date Referred to Committee:	18.01.2017
Decision:	Recommend to Full Council
Minute Reference:	OS010/17
Date of Full Council Meeting:	01.02.2017
Decision:	
Minute Reference:	