

**Frodsham Town Council  
Environment Committee**

**Terms of Reference 2019-20**

**1 Objectives:**

- 1.1 To monitor and maintain; public rights of way in Frodsham, marshlands, Memorial Field, Crowmere & Manley Road Copse; Community Orchards; Hob Hey Wood to ensure preservation for future generations on behalf of FTC charitable trust.
- 1.2 To enhance the town's environment through maintenance and improvement of FTC's open spaces and the planting and care of trees.

**2 Composition**

- 2.1 *Membership:* Committee will consist of up to 7 Councillors appointed at the Annual Meeting and up to 8 non voting members of the public appointed by FTC together with the Chair of FTC as ex-officio member (with no voting powers unless formally appointed to the Committee by Council).
- 2.2 *Chairmanship:* The Committee will elect a Chair from its Councillor members at its first meeting each year following the Annual Meeting.
- 2.3 *Meetings:* The Committee will produce a schedule of meetings at the first meeting after the Annual Meeting. The Committee may call extra ordinary meetings as necessary.
- 2.4 *Voting:* Only Councillors who are members of the Committee will have a vote.
- 2.5 *The Quorum* for a meeting will be a minimum of 3 Councillors.
- 2.6 *The Councillors Code of Conduct* will apply to all members of the Committee.
- 2.7 *The conduct of meetings* (declaration of interests, debate, voting etc) will be governed by the Council's standing orders.

**3 Rights & Powers**

- 3.1 The Committee may spend monies subject to the following limitations:
  - Extent of the Committee's budget
  - Amount of expenditure on any single transaction as per spending limits (see table).
- 3.2 The Committee may make recommendations to the Council for consideration and approval.
- 3.3 The Committee may appoint working groups for a specified purpose with the approval of Council.

**4 Responsibilities**

- 4.1 To monitor and manage the approved budget.
- 4.2 The Committee is responsible for the production of written estimates of proposed expenditure by the Committee for the next financial year for submission to FTC for approval no later than the Council's meeting in November of the current year.
- 4.3 To ensure effective exercise of Public Rights of Way under the provisions of Countryside & Rights of Way Act 2000 and enabling disabled access under the provisions of the Equalities Act 2010 and the Human Rights Act 1998.
- 4.4 To monitor, maintain and encourage use of footpaths, bridle ways, RUPPs (road used as public path), BOATS (byway open to all traffic, restricted byways and permissive paths).
- 4.5 Day to day administration and maintenance of Hob Hey Wood.
- 4.6 To manage all aspects of Hob Hey Wood, Memorial Field, Crowmere, Community Orchards, Manley Road Copse and Marshlands.

**5. Budget:**

5.1 Expenditure:

|             | <b>2019-20<br/>Budget</b> | <b>Transaction<br/>Limit as % of Total</b> |
|-------------|---------------------------|--|
| Maintenance | £10,000                   | 50%  |
|             | <b>£10,000</b>            |  |