



ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street
The Parish Centre, Station Road, Bricket Wood, St Albans, Herts AL2 3PJ

REPORT TO ST STEPHEN PARISH COUNCIL MAIN COUNCIL

Date of Meeting: 16 November 2023

Item Reference (if on previous minutes):

Report Subject:

Clarification of the terms of Reference of the Fixed Assets Committee and the Community and Leisure Committee

1. Purpose of the report

To remove the ambiguity in the Terms of Reference between the Fixed Assets Committee and the Community and Leisure Committee.

2. Introduction

The Fixed Assets Committee, previously known as the Buildings Committee which, until the renaming, dealt with just what it says, the several buildings owned by the Council, the maintenance and upkeep of the buildings both internally and externally. When the Fixed Assets Committee was established the terms of reference included other aspects such as the pitches, play areas, recreation areas and open spaces.

3. Current Position and Proposals

The present position is that there is some confusion over which committee deals with Areas such as sports pitches, play areas and the equipment sited thereon, woodlands.

To iron out this confusion I propose that the Fixed Assets Committee deal with all the Parish Buildings, their construction, alterations, maintenance and upkeep, including any pathways that lead to and from the buildings, roadways within Parish property and permanent fences.

The case for this recommendation is as I say above to prevent any confusion and establish the terms of reference for both committees.

Other than the fact that both Staff and Councillors will know exactly where we stand there might be some consideration or adjustment as far as Place Services are

concerned but only in terms of understanding which committee deals with certain aspects.

The Staffing implications revolve around the clerking of the two committees and the responsibilities of the Grounds Team when reporting to or consulting with the appropriate Councillors and or committee chairs.

I suggest that this change takes place immediately

4. Financial and Legal Implications

The financial and budget implication will be easier to manage as there will no longer be a mix-match but a straight forward allocation of finances and budgetary consideration for each committee.

There will not be any legal implications.

5. Recommendations

It is RECOMMENDED that the Council and the two Committee.

The council agree to the amendment of the terms of reference for the Fixed Assets Committee and the Community and Leisure Committee in order to clarify the areas of responsibility. That the Fixed assets Committee deal with all aspects of the Parish Buildings to include any footways that lie adjacent to the buildings and any roadways within Parish property, any lighting on Parish Property and permanent fencing and hedgerows.

That the Community and Leisure Committee deal with all matters relating to leisure and community involvement; sports pitches and equipment relating thereto, open spaces, play areas and equipment on and in those areas, woodlands, allotments, community gardens, community events

Enclosures:

- Terms of refence of the Fixed assets Committee and the Community and Leisure Committee

Report produced by:	Bill Pryce Joint Vice-chair
Date:	14 November 2023