**Aylmerton Parish Council**

TERMS OF REFERENCE FOR GENERAL PURPOSE COMMITTEE

APPROVED 13TH SEPTEMBER 2016

The General Purpose Committee is appointed by Aylmerton Parish Council with the composition, quorum and role and functions indicated below.

Purpose: To provide Aylmerton Parish Council with a working group in respect of projects of work instigated and authorised by Aylmerton Parish Council

1. The Committee shall comprise at least three Councillors and three non-councillors

2. The quorum of the Committee shall be three who shall be at least two councillors and members shall be entitled to vote on all questions which come before them within the powers of these terms of reference except that non-councillors shall not vote on finance matters.

3. The Chairperson shall be a Councillor and be appointed by the Committee and shall have a casting vote

4. Members of the General Purpose Committee shall decide where (within the law*)* and when to hold meetings Provided that there is at least one meeting held per year.

5. The General Purpose Committee shall hold office on an annual basis beginning on the date of the Aylmerton Parish Council Annual Meeting and shall continue in office on an annual basis or until such time as Aylmerton Parish Council may decide to abolish the General Purpose Committee or withdraw or alter any powers delegated to it

6. The Committee shall undertake the following role and functions:

6.1 Aylmerton Oil Purchasing Syndicate – to administer the scheme for the benefit of its members;

6.2 ­The Pond – maintenance and improvement in accordance with established conservation methods;

6.3 The Boundary Cross – to keep tidy;

6.4 The Pill Box (Church Road) – to keep tidy;

6.5 Trafalgar Trees – to ensure a continued and healthy growth;

6.6 Litter Collection – to organise on at least two occasions per year, the collection of litter throughout the parish;

6.7 War Memorial – to keep in good order;

6.8 Bus Shelter – to maintain in good order and act as a point of contact for any contractor/s;

6.9 Grass Cutting – to work with the Church and Village Hall Committee cutting grass as required and to organise a rota for the same;

6.10 Salt Bin – maintenance

6.11 Allotments – maintenance and improvement in accordance with the National Allotment Society Good Practice;

6.12 Report to the Parish Council at their bi-monthly meetings with up to date information relating to the affairs of the General Purpose Committee

6.13 To be responsible for expenditure up to a value of £100 for a single item of expenditure from the budgeted amount for the respective expenditure in the Aylmerton Parish Council accounts and above that value to obtain the permission of the full Council and to recommend to the Parish Council the amount budgeted for maintenance expenditure for the forthcoming year.