

## TERMS OF REFERENCE FOR THE GENERAL PURPOSES COMMITTEE

Overstrand Parish Council in forming a General Purposes Committee delegates to it these powers and limitations.

1. Only members of the Parish Council may be appointed to the Committee
2. The Committee must consist of at least five members
3. The Committee is to maintain the “housekeeping” system and ensure that each Councillor is aware of the area for which he/she is responsible.
4. The Committee is, through item 3 above, to
  - a) Ensure that all parish assets are available to the public in a fit state of repair and safe for its or their intended use,.
  - b) monitor the state of roads, paths and bridleways within the parish boundaries and ensure that the statutory authorities are informed of any issues, through the Parish Clerk.
5. The Committee is to be responsible for
  - a). Drawing up contracts for the purchase and maintenance of goods and services, including any necessary specifications for the purpose of tendering for parish assets within their budget.
  - b) Drawing up contracts for both casual and long-term users of parish assets
  - c) Purchase of equipment and services
6. The Committee may appoint Sub-committees to carry out any of its functions and responsibilities. Standing Sub-committees will be formed for the management of the Parish Hall and the management of the Allotments.

Members of the Sub-committees may be persons who are not members of the Parish Council. In forming Sub-committees the Committee should always have regard for public involvement and accountability.

7. All meetings of the Committee are to be publicised, held in public and minutes taken, published and lodged with the Parish Council in accordance with the Parish Council Standing Orders.