



GILLINGHAM TOWN COUNCIL
GENERAL PURPOSES COMMITTEE
TERMS OF REFERENCE

1. The Committee will be responsible for the following areas of open spaces:
 - Recreational areas
 - Play areas
 - Public Open Spaces which have been transferred to the Town Council
 - Gardens and planted areas
 - Garden of Remembrance
 - Town Cemetery
 - Allotment Gardens
 - Wesley Gardens

2. The Committee will be responsible for the following property as listed in the Assets Register:
 - Town Hall
 - Cemetery Chapel
 - Old Mortuary Building
 - Community Office at 1 Chantry Fields
 - Public Conveniences, High Street
 - Shelter at the Hardings Park
 - Bus Shelter, High Street
 - Public seating, litter bins and grit bins

3. The Committee will be responsible for the following assets, as listed in the Assets Register:
 - War Memorial located in the High Street
 - War Memorial located at Milton
 - Dedication Stone in the High Street
 - CCTV cameras and monitoring equipment
 - Speed Indicator Device
 - Tractors, trailers and utility vehicles
 - Motor vehicles
 - Horticultural equipment and small tools
 - Notice boards and flag poles

4. The Committee will oversee any agreements made between the Town Council and outside agencies and local authorities to maintain areas of land prior to agreement and adoption by Policy and Resources Committee.

5. The Committee will oversee any agreements made with individuals to maintain planted areas belonging to the Town Council prior to the agreement and adoption by the Policy and Resources Committee.
6. The Committee will oversee the management of St Mary's 'closed' churchyard by Town Council grounds staff.
7. The Committee will oversee the production of written management plans for larger areas of public open spaces prior to the agreement and adoption by the Policy and Resources Committee.
8. The Committee will oversee the Tree Condition Survey and Risk Management Plan to ensure that the necessary tree work is carried out in accordance with best practice and the recommendations contained within the report.
9. The Committee will be responsible for Christmas lighting and associated decorations.
10. The Committee will oversee the Christmas Parade.
11. The Committee will provide detailed reports; identifying costs involved and recommending sources of funding for approval by the Policy and Resources Committee.
12. The Committee will provide detailed reports for all of its meetings to the Full Council.
13. The Committee may instruct the Town Clerk to action correspondence, prior to a meeting of the Full Council, providing the content is for information only and the response will not interfere with any decision that Full Council may take, when receiving and adopting the report.

Reviewed: 05/06/17