Grappenhall and Thelwall Parish Council
Grappenhall Heys Estate Committee

Terms of Reference

(Adopted at Parish Council Meeting 19th September 2024 V3)

1. Background

1.1 The Committee is constituted as an Executive Standing Committee of Grappenhall and Thelwall Parish Council (the Council) in accordance with Standing Order 15a.

1.2 The membership of the Committee shall comprise of 5 members elected at the Annual Parish Council Meeting held in May, or at such other times as appropriate.

1.3 The Chair of the Committee shall also be elected at the Annual Parish Council Meeting in May.

1.4 The quorum of the Committee shall be 3 members.

2. Conduct of Meetings

2.1 Members of the Committee will be bound by the Council's Code of Conduct.

2.2 Meetings of the Committee will be supported and minuted. The minutes of the Committee will be tabled for approval by members and received at the next meeting of the Council. The minutes of the Committee will be placed on the Council's website.

3. Confidentiality

3.1 Where the nature of the business to be transacted by this Committee is of a confidential nature the public and press may be excluded by resolution at the commencement of the meeting.

4. Purpose of the Committee

4.1 To consider operational reports from the Head Gardener and Community Outreach Worker at Grappenhall Heys Walled Garden (Walled Garden) and advise on any necessary action.

4.2 To consider the maintenance and management of the Walled Garden and wider Grappenhall Heys Estate and advise on any necessary action.

4.3 To consider and authorise funding requests at the Walled Garden and the wider Grappenhall Heys Estate from the designated budget.

4.4 No expenditure may be incurred which will exceed the amount provided in the appropriate class of expenditure which has a revenue budget heading and that payment will not cause such budget to be overspent unless approved by the Council. All expenditure approved by the Estates Committee will be advised to the next meeting of the Council.

4.5 To monitor, review and update policy on the use of the Walled Garden where necessary.

4.6 To monitor the management of and operation of the café at the Walled Garden and to review and approve changes to the license to operate the café where necessary.

4.7 To consider future plans/regeneration proposals at the Walled Garden and advise on any necessary action.

4.8 To consider the publicity and marketing of the Walled Garden and advise on any necessary action.

4.9 To consider reports on health and safety aspects of the Walled Garden and the wider Grappenhall Heys Estate and advise on any necessary action.

4.10 To monitor the income and expenditure of the Grappenhall Heys estate asset and the investment of the endowment fund for the Walled Garden.

5. Delegated Powers

5.1 Members will be advised by the Clerk/Assistant Clerk to the Council whether other matters under discussion is within the Committee's delegated powers.

5.2 If it is within the Committee's delegated powers the minute will record the decision as **Resolved.** If not, then the minutes will record the decision as **Recommended** and it will be brought to the attention of the Council for decision when tabling the Committee minutes.

6. Terms of Reference

6.1 These Terms of Reference will be reviewed on an annual basis to ensure the needs of the Council continue to be met.