



Terms of Reference for the Environment and Services Committee

Introduction

1.1 Rushmere St Andrew is a semi-rural parish bordering the eastern side of Ipswich. The Parish Council plays a significant role in protecting and caring for the environment and providing local amenities.

1.2 The Environment and Services Committee is responsible for fulfilling the Parish Council's objectives related to environmental issues, including protecting biodiversity and preserving the parish environment. Additionally, the committee manages, maintains, and improves sports, recreational, and leisure facilities and amenities within the parish.

Governance

2.1 The Environment and Services Committee is appointed by and solely accountable to Rushmere St Andrew Parish Council. Its duties and functions are defined and approved by the Full Council.

2.2 Meetings will be publicised with a minimum of three clear working days' notice, excluding weekends and bank holidays, as required by the Standing Orders. Notices will be posted on the parish noticeboards and website.

2.3 The committee shall consist of at least seven Parish Councillors, a quorum will be a third with a minimum of 3 members. All Parish Councillors may attend committee meetings and participate in public forum discussions.

2.4 The committee may be granted temporary delegated powers under Section 101 of the Local Government Act 1972 to act on specific items as resolved by the Full Council.

Meeting Arrangements

3.1 The committee will meet up to four times a year within the Parish Council's working calendar. Additional meetings may be convened as required.

3.2 The Officers of the Parish Council will provide full administrative support for the committee.

3.3 All meetings will be conducted in accordance with the Parish Council's Standing Orders, ensuring public and press access unless a resolution to exclude them is made for confidential matters.



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4.1 The committee is delegated authority to approve spending within its remit, in accordance with the budget set by the Parish Council during the annual budget-setting process. Any expenditure beyond the committee's delegated authority must be referred to Full Council.

4.2 The committee is responsible for overseeing and managing the following areas:

- **Playing Fields and Parish Land:** Maintenance and improvement of play spaces.
- **Play and Leisure Equipment:** Regular inspections and enhancements, ensuring safety and compliance with regulations.
- **Street Furniture:** Management and upkeep of benches, bins, and other public assets.
- **Community Assets:** Oversight of community assets and their maintenance.
- **Safety Inspections:** Conducting or commissioning regular inspections for play and leisure equipment, implementing recommendations from the findings where appropriate.
- **Village Ponds and Allotments:** Managing these community assets and liaising with relevant stakeholders, including the allotment manager.
- **Lawn Cemetery:** Coordination with the Registrar of Burials and ensuring cemetery maintenance.
- **Local Nature Reserves (Sandlings and Mill Stream):** Shared maintenance responsibilities and liaison with East Suffolk Council and the Greenways Project Team.
- **Road Safety Initiatives:** Supporting schemes such as Speedwatch community.
- **Contractor Liaison:** Overseeing works and ensuring contractor compliance with parish objectives.

Financial Oversight and Procurement

5.1 All procurement and spending decisions must comply with the Parish Council's Financial Regulations, including obtaining competitive quotations where required:

- Expenditure over £3,000 requires at least three fixed-price quotations.
- Contracts over £60,000 require formal tendering procedures.

5.2 The committee shall:

- Ensure spending aligns with budgetary allocations.



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Submit regular financial reports to Full Council for review.

5.3 Emergency spending of up to £2,000, necessary for public safety or service continuity, may be authorised by the Clerk or Responsible Financial Officer (RFO) and reported to Full Council as soon as practicable.

5.4 The Environment and Services Committee have delegated authority to determine and manage the setting of fees for the Allotments and Cemetery.

Public Participation

6.1 Members of the public are welcome to attend committee meetings and participate in the public forum for a maximum of three minutes per individual, up to a total of 30 minutes per meeting. This aligns with the Parish Council's Standing Orders.

6.2 Public questions may be answered at the meeting or referred to a future meeting or written response if additional information is required.

Quorum and Membership

7.1 The quorum for committee meetings shall be three members. If a quorum is not met, no official business shall be transacted.

7.2 Substitute members may be appointed by the Full Council to maintain functionality during absences, ensuring that the committee can carry out its duties effectively.

Monitoring and Review

8.1 The committee's performance and effectiveness shall be reviewed annually by the Full Council. Adjustments to the Terms of Reference may be made as needed to reflect evolving responsibilities and ensure compliance with legislation.

8.2 These Terms of Reference shall be reviewed annually and presented to the Full Council for approval.

Last Reviewed: February 2026

Next Review Due: February 2027