

Facilities Committee Terms of Reference

The Committee is responsible for maintaining and managing the Village Centre, the Lock-up, the Acres including the Pavilion, the Millenium woods, the Memorial Ground and playground on Station Lane, Hadleigh Park Green Space including the play park and car park, Reynold's Field, Wilson's Field including the MUGA, and Council's street furniture and village waste management. The lease arrangements with the Library at the Village Centre, the Bowling and Tennis Clubs at the Memorial Ground and the Allotments at Reynold's Field are also the responsibility of this committee.

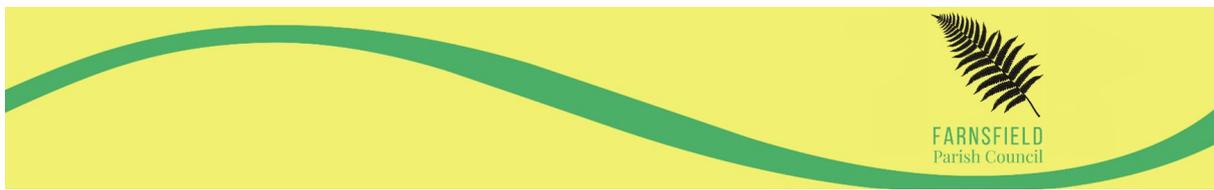
Members of the Committee must be mindful of any relevant legislation, the need to keep written risk assessments and follow the guidelines of the Health & Safety Executive as required by our insurers.

Membership and Operation

1. The Committee comprises five councillors confirmed at the Annual Council meeting.
2. The Chairman and Vice-Chairman of the Council are ex-officio members with full voting rights.
3. The quorum will be four of the committee members.
4. Changes in membership to be approved by full Council.
5. The Committee will meet at least six times a year.
6. The Chairman is appointed by full Council and will have a casting vote in the event of a tied vote.
7. The Committee will give a report after each meeting to the following full Council meeting.
8. The Committee is governed by Farnsfield Parish Council's Standing Orders, Financial Regulations and Code of Conduct and all other relevant policies.
9. The Committee can authorise spend from a relevant budget as defined in the scheme of delegation up to £5000.

Powers and Responsibilities

- Oversee risk assessments, inspections and maintenance for Council managed facilities ensuring that they are comprehensive, documented and up-to-date. This will include minuted reviews of, for example, fire drill logs, risk assessments and inspection reports.
- Ensure that the Councils obligation for Health and Safety are met at all council managed facilities.
- Consider if any remedial action is necessary or whether any maintenance needs to be planned and ensure any action plan is prepared and action are completed.
- Ensure that the contracts, leases and licences are in place for all the buildings and land that Council owns or manages.
- Manage the lengthsman scheme.
- Manage village waste.
- Ensure that the conditions of the Village Centre premise licence are met.
- Keep under review the hire conditions and arrangements for booking Council facilities.
- Ensure that payment is received for the hire of Council facilities and make recommendation to full Council if any bad debts are to be written off.
- Agree any discount arrangements or changes to the hire conditions of Council facilities.



- Submit spending recommendations (revenue and capital) to the Finance & Risk committee by September each year so that costs are included in the budget recommendation for the forthcoming year. Consider funding opportunities including any grants that can be applied for as part of the budget process.
- To consider correspondence brought to the committee by the Clerk.