

# Aston Clinton Parish Council

## Terms of Reference

### Facilities Committee

#### 1. Structure

- a. The Facilities Committee is a Standing Committee and shall comprise 5 Members, who will be appointed annually in accordance with Standing Order 6 and modified when appropriate in accordance with Standing Order 4 and 5.
- b. The quorum of the Committee shall be 3 Members, in accordance with Standing Order 4.
- c. The Chairman and Vice-Chairman of the Committee, and any Sub-Committee, will be selected in accordance with Standing Order 4.

#### 2. Purpose

- a. The Facilities Committee is established to oversee the management, maintenance, regulation, security and development of the land (including the park, allotments, halls, offices, car parks, clubs, pavilions, churchyard, streetlights, and paths), sports and recreational facilities ('the facilities') on behalf of the Parish Council. Some facilities are managed by third parties on Parish Council land.
- b. This shall include the following responsibilities:
  - i. To keep under review the provision of the land, sports and recreational facilities for the residents of Aston Clinton, ensuring that they are fit for purpose and maintained in such a condition as to be safe and welcoming to visitors.
  - ii. To manage where appropriate the Parish Council facilities through Sub-Committees to this Standing Committee.
  - iii. To be responsible for monitoring work carried out by groundsmen, handymen, cleaners and contractors on or at the facilities, with a view to ensuring that standards are maintained and contract service levels are achieved.
  - iv. To put forward to the Parish Council (in consultation with the Finance and Staff Committee) quotations, estimates and proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year, and the requirements for a 3-year plan.
  - v. To be responsible for overseeing risk assessments, health and safety checks and maintenance inspections carried out by the Responsible Officer, and ensuring that they are comprehensive, fully documented and up to date (risk assessments to be reviewed annually by the Responsible Officer). The Committee shall, in particular, carry out formal (annual) documented reviews of:
    1. RoSPA inspections of the park Play and Skateboard areas
    2. A sample of risk assessments
    3. A sample of safety and maintenance inspection records.
  - vi. To ensure that suitable steps are taken to remedy any perceived shortcomings in respect of health and safety or risk assessment, referring any problems which the Committee is unable to resolve to the full Council.

- vii. To prepare for each financial year, by 31<sup>st</sup> October in the previous year, a budget in respect of any anticipated expenditure relating to the facilities over and above routine maintenance, repairs and administrative costs. The budget shall be submitted to the Clerk for referral to the Finance and Staff Committee. (The budget for routine maintenance, repairs and administration will be prepared by the Clerk and incorporated in the Council's overall revenue budget.)
- viii. To agree for each financial year, by 31<sup>st</sup> October in the previous year, scales of fees, rents and charges for the Council's facilities and services, with due regard to any significant changes in overhead costs.
- ix. To explore external funding opportunities and work in partnership with appropriate funding bodies to improve the Parish Council's land, sports and recreational facilities.
- x. To deal with any complaints or problems relating to the facilities which the Clerk has been unable to resolve, reporting to full Council if and when appropriate.
- xi. To manage the allotments through the use of the tenancy agreements.
- xii. To manage a list of residents in Aston Clinton who are waiting for a tenancy for an allotment garden.
- xiii. To lead on and approve tenders for all aspects of maintenance and ground works in accordance with the Parish Council's Financial Regulations.
- xiv. To ensure that all suppliers and contractors have, and can provide proof of, appropriate and adequate insurance for their work.
- xv. To manage the use of the Parish Council's playing fields and park by sports and other clubs in Aston Clinton, which shall include the granting of licenses.
- xvi. To advise the Parish Council of the impact of proposals by owners or occupiers of land that may affect its land, sports and recreational facilities.
- xvii. To negotiate, review and manage ACPC leases, making recommendations to the Parish Council for any required changes to lease arrangements.
- xviii. To review and recommend byelaws for the Parish Council's allotments, parks and playing fields.
- xix. To work in partnership with the police to alleviate anti-social behaviour and vandalism in the Parish Council's land, sports and recreational facilities.
- xx. To encourage recycling opportunities within the Parish Council's allotment sites and other appropriate locations.
- xxi. To prepare a monthly report for the Parish Council monthly meeting summarising resolutions decided and motions requiring Parish Council resolution.
- xxii. To prepare an annual report for the Annual Meeting of the Parish Council to summarise the work undertaken by the Committee in exercising its responsibilities and delegated powers.

### **3. Delegated Powers**

- a. The Facilities Committee shall be empowered to approve expenditure in respect of the maintenance, enhancement, management and regulation of the facilities, subject always to the following provisos:
  - i. Approval of expenditure shall be subject to an overall limit or limits set by the Finance and Staff Committee and approved if necessary by the full Council
  - ii. Irrespective of 3.a.i above, any single item of expenditure (including VAT and any aggregated stage payments) in excess of £5,000, any project budget in excess of £5,000,

or any contract, order or agreement leading to such expenditure, shall be subject to approval by full Council (in accordance with Financial Regulation 4)a)i)) unless it has already been provided for by way of an agreed maximum approved by full Council or an overall project-specific budget or earmarked reserve approved by full Council.

- b. The Committee shall be empowered to act on behalf of the Parish Council in respect of tenders, quotations, contracts (excluding contracts of employment) and appointment of contractors relating to the maintenance, enhancement, management and regulation of the facilities, subject always to the expenditure restrictions outlined in 3.a above, and to compliance with the relevant Standing Orders and Financial Regulations.
- c. In relation to 3.a.ii above and 3.b above, provided full Council has approved the maximum amount and purpose of the expenditure, approval of a quotation or tender, or appointment of a contractor, shall be at the discretion of the Facilities Committee.
- d. The Committee shall be empowered to:
  - i. Determine fees and charges to be charged by the Council in respect of its facilities and services
  - ii. Recommend amendments to Council for the byelaws and regulations for its facilities and services
  - iii. Determine the conditions of hire and lease of Council's facilities and services
  - iv. Develop policy documents relating to the Council's facilities and services.
- e. The Committee shall be empowered to approve risk assessments relating to the Council's facilities and services carried out by the Responsible Officer or external professionals.