

## Terms of Reference – Facilities Management Committee

### 1. Membership

The Facilities Management Committee is composed of five members of the Parish Council with the groundsman in an advisory capacity. The Chairman and Vice Chairman of the Council are ex officio members of this committee and have voting rights as per Standing Orders. The Parish Council Chairman has the discretion to appoint people to the committee as appropriate to ensure that there is always full membership.

### 2. Purpose of the committee

The Facilities Management Committee will oversee the operations, management, safety and security of Parish Council facilities, buildings, sports fields, recreational spaces and Parish Council community events. Playing field development issues are delegated to the Playing Field Development Working Group. The Facilities Management Committee will take into account the output of all existing Parish Council Working Groups; other groups may be convened by the Parish Council as required.

### 3. Aims and objectives

- a. The role of the committee is as follows:
  - a. To oversee management, maintenance and administration of Parish Council property including: Pavilion building, sports fields, Children's Play area, War Memorial, Bus Shelters, Village Green, Notice Boards, Tennis Courts, MUGA, Allotments, Robson Field, Green Spaces and community facilities.
  - b. To oversee management and administration of Parish Council events including; Remembrance Service (organised by the Clerk), Christmas light switch-on etc.
  - c. To ensure the usage, condition and promotion of Football Pitch (and possible new junior football pitch).
  - d. To ensure that Health & Safety notices are in place.
  - e. To carry out risk assessments associated maintaining buildings and public areas in the sports field, for approval by the Finance and General Purposes Committee.
  - f. To liaise with the Jockey Club on community matters.
- b. The Committee will consider and make recommendations to the full council on:
  - a. An annual budget.
  - b. Any expenditure outside of budget allocation.
  - c. Any actions in conflict with the Parish Council's strategic/business plan.

### 4. Meeting arrangements and frequency

- a. Meetings will be held each month. The calendar will be agreed at the first meeting of the committee and published on the Parish Council website. Election of the committee Chairman and Vice Chairman will be the first business of the initial committee meeting.
- b. Standing orders on rules of debate and on interests of members in contracts or other matters shall apply.**

**5. Quorum**

**A minimum number of three committee members are required for decision-making purposes. In the absence of the elected Chairman a member must be elected to chair the meeting.**

**6. Reporting and accountability**

- a. The committee is a standing committee of the Parish Council and as such will publish agendas and minutes of its meetings.**
- b. The Chairman of the committee is expected to produce the agenda for each meeting, at a minimum of five working days before each meeting, following the official Parish Council numbering format.**
- c. The Parish Clerk or other appropriate officer will record meetings and normally circulate the draft minutes to committee members within five working days of each committee meeting.**
- d. The Committee will refer matters to the Parish Council which are outside of its Terms of Reference together with any recommendations.**

**7. Review arrangements**

**The committee will be a standing committee of the Parish Council. The appointment of the committee will be considered at the Annual Parish Meeting who may decide to alter or dissolve the committee as required.**

Adopted by Prestbury Parish Council on 20 November 2023