



DANBURY PARISH COUNCIL

Parish Office

The Old School House, Main Road, Danbury

Chelmsford, CM3 4NQ

Tel: 01245 225111 Email: parish.council@danbury-essex.gov.uk

FACILITIES COMMITTEE

TERMS OF REFERENCE

Members

- The Chairman and Vice Chairman of the Council are ex officio members of all committees and have voting rights;
- The Chairman of Facilities shall be ex officio member of the Resources Committee;
- Members from outside bodies may be invited to join the Committee, but will not have voting rights or count towards the quorum;
- Members of the Committee are established at the Annual Parish Council meeting;
- Councillors may join during the year if authorised by the Parish Council to fill any vacant positions;
- The Chairman of the Committee shall be appointed at the first meeting of the Committee following the Annual Parish Council meeting;
- The Vice Chairman of the Committee shall be appointed at the first meeting of the Committee following the Annual Parish Council meeting or as soon as reasonably practicable;
- Three Members of the Committee shall constitute a quorum for meetings.

How Often Meetings Held

Meetings are held every 8 weeks with the exclusion of August.

Prime Objectives

To manage, maintain and improve the allotments, sports and recreational facilities on behalf of the Council, in consultation, when necessary, with the Environment Committee and other partners.

To ensure that the facilities, land and buildings under the Council's ownership and control, and within the Facilities budget are managed effectively to provide a pleasant and safe environment for residents and visitors.

To ensure adequate provision for the health and safety of staff and visitors, in conjunction with the Clerk.

To ensure the assets of the Council are managed in compliance with all existing and new legislation in conjunction with the Clerk.

Decisions/Delegated Powers

Management

1. To implement policies of the Council relating to its facilities and where appropriate recommend amendments and new policies to the Council;
2. To submit to Council proposals for new and improved services;
3. To manage insurance claims relating to the Committees areas of responsibilities;

4. To exercise the delegated powers and duties of the Council with respect to the provision, care and development of
 - a) all buildings, open spaces, village greens, and allotments whether owned, leased or managed by the Council within the Facilities budget;
 - b) sporting, cultural and recreational facilities provided by the Council and to review the local provision of such facilities;
5. The responsibility for technology equipment within the Parish Office lies with this Committee;
6. To authorise the purchase, maintenance and insurance of plant, equipment and vehicles within approved budgets;
7. The Chairman or Vice Chairman will attend regular liaison meetings with the Danbury Community Association, Bowling Club, Tennis Club, Football and Cricket Clubs and others as appropriate.

Financial

8. To formulate a budget for revenue/capital expenditure during the next financial year and to recommend it to the November meeting of the Resources Committee;
9. To control the expenditure and income of the approved budgets (Revenue and Capital) for the Committee and to report to Resources Committee any possible variations;
10. To propose, cost, obtain estimates for capital works subject to the permission of the Council;
11. To set ad hoc rents and fees for persons or groups using the facilities provided by the Parish Council;
12. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.