

# Blackwell Parish Council - Terms of Reference

## Parish Facilities Committee

**Membership** – Councillors only

Members for 2023/24 – Cllrs Newham, Gascoyne and Renshaw

**Quorum** – three members

**Chair and vice chair** – elected on first meeting after the annual parish council meeting

**Meetings:**

**Frequency** –

Should be conducted in accordance with the Standing Orders

The agenda to be prepared by the Clerk in conjunction with the committee Chair

**Voting** – only committee members may vote and participate at the meeting

Decisions are minuted and circulated to all Councillors as a report at the next full council meeting.

**Responsibilities** – overall responsibility for the management of the Council's buildings – community centres and pavilions:

- To monitor progress of works undertaken
- To develop a long term schedule of works for larger projects
- To control and manage the budget for works on the facilities
- To look for funding for projects
- To follow current risk assessments and guidance for works to be undertaken (i.e. asbestos)
- To submit proposals for development to the Council
- To consider any updates on developments for Westhouses
- To seek public opinion on facilities when required
- To seek quotes for work
- To make recommendations to Full Council Meetings