

UPPER BEEDING PARISH COUNCIL

Facilities Committee Terms of Reference

The Facilities Committee is constituted to evaluate, maintain and develop facilities with the villages of Upper Beeding, Small Dole and Edburton.

Composition Seven (7) elected members

Note: All Councillors not elected to the Facilities Committee may attend and participate in the meeting but have no voting rights.

Quorum Four (4)

Chairmanship Chairman and Vice-Chairman to be elected by the members at the first committee meeting held in each council year.

Meeting Bi-monthly on the second Tuesday of the month

Time 7pm

Venue TBC or remote meeting using Microsoft Teams

Reports to Full Council

Legal Status The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings (England) Regulations 2020, Data Protection Act 2018, General Data Protection Regulations 2018, Adopted Standing Orders, Adopted Financial Regulations, Adopted Code of Conduct, Public Sector Bodies (Websites and Mobile Applications), Accessibility Act 2018, Localism Act 2011, Local Government Act 2003, Local Government Act 1972, Nolan Principles of Life, Public Bodies (Admission to Meeting) Act 1960. Health and Safety at Work Act 1974, The Allotment Act 1950 (This list is not exhaustive)

Terms of Reference

- a) To deal with the maintenance and management of the Recreation Ground, MUGA, Sports Hall and associated buildings, ensuring all statutory obligations are fulfilled.
- b) To approve and manage a schedule of maintenance for the Council's Sports and Leisure facilities.
- c) To deal with the maintenance and management of trees in the Parish.
- d) To manage the maintenance, inspection and development of the Play Areas in the Parish.

- e) To manage the maintenance and inspection of the Skate Park in Small Dole.
- f) To manage the allotments in Upper Beeding
- g) To deal with the maintenance and management of the Band Stand in Upper Beeding.
- h) To deal with the maintenance and management of Open Spaces owned by the Parish Council including Hyde Street, Upper Beeding and The Green, Small Dole
- i) To co-ordinate and deal with any matter relating to footpaths, bridleways and all public rights of way, liaising with appropriate partners such as District and County Councils as required.
- j) To deal with the provision of litter clearing (including providing litter and dog foul bins), bus shelters, notice and interpretation boards.
- k) To review Risk Assessments and Policies for all activities and services within the facilities committee remit.
- l) To co-ordinate, facilitate and manage volunteer groups and activities as appropriate.
- m) To consider forward planning and provide budget recommendations to Full Council.
- n) The committee cannot spend from future budgets and any virement of funds must be authorised by Full Council.
- o) To consider any recommendations of any 'task and finish' groups set up and under the control of the Facilities Committee.
- p) To review strategic plan objectives on a yearly basis.
- q) To deal with any other matter that the Full Council considers appropriate to be referred to the Facilities Committee.