



Facilities Committee Terms of Reference

Function

Responsible for the council's facilities, assets and service provision.

Meeting arrangements

Table 1 Facilities Committee meeting arrangements

Schedule	6 times a year, Monday at 10am
Venue	Bollington Town Hall
Membership	<ul style="list-style-type: none">• 6 Councillors• Members of the Council who do not normally sit on the Committee may attend, debate but not vote on any item (unless officially substituting for an absent committee member). Unless substituting, attendance by non-committee members will not be counted towards the quorum.
Quorum	3
Chair	To be elected at the first meeting following the Annual Town Council meeting
Agendas	Developed by the Town Clerk
Minutes	Produced by Town Clerk and presented to next practicable Full Council
Reporting	To Full Council
Terms of Reference	Reviewed at the Annual Town Council meeting
Expenditure	£1000 The committee has delegated authority to authorise expenditure up to £1000 as set out in Standing Orders and take decisions that align with Council policy. The committee shall in its meeting in September/October agree a recommended budget for the forthcoming financial year which will be presented to Full Council.

Delegated authority

Table 2 Facilities Committee delegated authority

No	Function	Delegation of function
1	Ensure that the contracts, leases and licences are in place for all the buildings and land that Council owns or manages	<ul style="list-style-type: none"> • Committee • Operational Management to Town Clerk
2	Ensure the condition and maintenance of buildings and land the Council owns or manages complies with statutory requirements.	<ul style="list-style-type: none"> • Committee • Operational Management to Town Clerk
3	Keep under review the hire conditions and arrangements for booking Council facilities	<ul style="list-style-type: none"> • Committee • Operational Management to Town Clerk
4	Ensure that payment is received for the hire of Council facilities and make recommendation to Full Council if any bad debts are to be written off.	<ul style="list-style-type: none"> • Committee • Operational Management to Town Clerk
5	Consider funding opportunities including any grants that can be applied for as part of the budget process.	<ul style="list-style-type: none"> • Committee • Operational Management to Town Clerk
6	Consider matters relating to the acquisition of land or facilities for recreational or related purposes and make recommendations to Council	Committee
7	Oversee the maintenance, improvement and management of the Council's assets within the Council's approved budget and advise the Council accordingly	<ul style="list-style-type: none"> • Committee • Operational Management to Town Clerk
8	Provision and maintenance of equipment within the Council's approved budget and advise the Council accordingly	<ul style="list-style-type: none"> • Committee • Operational Management to Town Clerk
9	Recommend to Council the funding of future investment in assets and associated timescales	Committee
10	Review, monitor and revise the asset policies	Committee/Town Clerk
11	Oversee risk assessments, inspections and maintenance for Council managed facilities within the Council's approved budget and advise the Council accordingly	<ul style="list-style-type: none"> • Committee • Operational Management to Town Clerk
12	Ensure that the Council's obligation for Health and Safety are met at all council managed facilities	Committee/Town Clerk

No	Function	Delegation of function
13	Monitoring of allotments	<ul style="list-style-type: none"> • Committee • Operational Management to Town Clerk
14	Liaise with user groups	Town Clerk
15	Liaise with allotment holders	Town Clerk
16	Liaise with the Civic Hall User Group (CHUG)	Town Clerk
17	Receive and make decisions on written reports from the Allotments Working Group,	Committee
18	Receive and make decisions on written reports from the Town Hall Task Group	Committee
19	To consider the disposal of assets – to produce and oversee the plans for the disposal of Council Assets as recommended by Full Council should the disposal prove beneficial to the community	Committee
20	To ensure Task and Working Groups as allocated by the committee have a clear purpose and terms of reference	Committee
21	To ensure when making decisions that the climate and environmental impact is thoroughly considered and recorded.	Committee

Approved at the Annual Town Council meeting on 16th May 2023