



Adopted: 14th July 2022
Next Review: 18th May 2023

TERMS OF REFERENCE

Community Facilities Committee

Membership

1. The Council at its Annual Meeting shall elect a Chair for each year.
2. A minimum of 3 Councillors will serve on the committee.
3. A quorum of a minimum of 3 members must be present to hold a meeting.
4. The committee to report to full Council meeting as appropriate.
5. All meetings to be minuted and the minutes circulated to committee members before presentation to the full Council.
6. In the absence of the committee Chair at any meeting, the committee will agree one of those present to Chair.

Meeting frequency As required
Quorum 3

Objectives

- Maintain Council assets.
- Improve visual aspect and biodiversity of assets.
- Ensure continued access for all residents and visitors.
- Ensure Health and Safety compliance at all assets.

Budget

Councillors may spend up to allocated amounts listed below:

- i. A budget to be set and allocated by full council at start of financial year.
- ii. The committee must keep to the Cost Centre agreed annual budget and ensure no overspend should receipts fall. Expenditure may be increased provided approval is given by Full Council.
- iii. The committee Chairman must be present for each financial decision to ensure clarity.

Urgency Provision

- In the event that an urgent or immediate response is required to a matter within the terms of reference of the committee, the Town Clerk is AUTHORISED following consultation with the chairman or in their absence the Mayor/Deputy Mayor to take such action as is necessary to respond to the situation and to report back to the next available meeting.