

# Facilities working party

## Terms of Reference

POLICY REVIEW	
Signed	
Approving Committee	(or full council) <input checked="" type="checkbox"/>
Minute reference	168/23
Date ratified	19 <sup>th</sup> October 2023
Date of next review	At the Annual Council Meeting

### **Membership:**

- Members of the facilities working party will be appointed by the Parish Council and will consist of 4 members.
- The Chairman and Vice-Chairman are members by *ex officio*.
- Membership will include at least one member of the Finance working party.
- With the authority of Full Council, the working group can co-opt members of the public (lay members) who have specific knowledge /expertise on the subject to assist the working party.
- The term of membership will be for a period of 1 year or to the next annual meeting of the full council.
- The annual meeting of the council will re-confirm the working group's membership and terms of reference.

### **Leadership:**

A leader will be appointed for the working party by the Parish Council. The leader will be the main point of contact for the Clerk to the Council, Council members, and members of the public, and must be an elected member of the council unless otherwise agreed by Full Council.

### **Powers:**

Working parties cannot make decisions on behalf of the Parish Council, and any recommendations made by working parties will be subject to approval by the full council or an officer to the council holding delegated powers.

The committee does not have the authority to appoint sub-committees.

### **Responsibilities:**

- To agree and set an annual budget in time for annual precept.
- To monitor and maintain the Parish Council facilities including:
  - The recreation ground,
  - two children's play areas,
  - all benches and seats (including all those owned by the Parish and situated elsewhere throughout the village) and
  - the sports pavilion.
  - Dawes Pond and the stream from the Glove Factory to the bridge at Village Hall.
  - All village greens owned by the council,

## Holt Parish Council

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- the shelter on Ham Green,
  - The war memorial, its surrounding posts and verges.
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- To liaise with Wiltshire Council regarding the cutting of all greens other than Ham Green.
  - To inspect and maintain all trees owned by the Parish including those on greens and recreation ground.
  - To ensure the regular cutting of the recreation field, its hedge alongside the main road and all village greens.
  - To oversee terms, conditions, and responsibilities of village caretaker.
  - To receive concerns/complaints from parishioners and act appropriately.
  - To commission, read and respond to an annual safety inspection of all play equipment in the recreation field.
  - To liaise with the Bowls Club, soccer clubs and other users of the recreation field in matters relating to conditions of use, hire charges and rents.
  - Not to publish any information without the prior agreement of the full Council.
  - To accurately record month on month expenditure and approval of invoices for passing clerk for payment.
  - If a majority decision (of the total required members) cannot be reached the decision must come back to the full council for a decision

### **Meetings:**

- A working party does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies to any councillor who is a member of the working party. Formal agendas and minutes are not required.
- The Clerk to the Council will be notified of any meeting with at least 3 clear days' notice.
- The quorum of the group will be 3 members.
- The working group will report formally to each meeting of the council with informal updates to council members and the Clerk following each meeting.
- The working group will report formally to the Full Council at its annual meeting if required.
- Frequency of meetings will be as required.