

## **TERMS OF REFERENCE OF THE FACILITIES & EVENTS COMMITTEE**

### **1. INTRODUCTION**

These terms of reference compliment the legislation relating to the structure and operations of the Parish Council and the requirements within the adopted Standing Orders.

They are intended to guide the scope of work of each of the committees, sub committees and working groups and delegate responsibilities.

For the purposes of the Terms of Reference the Committees of The Ivers Parish Council will be classed as Standing Committees ie they have no set dates of existence.

### **2. MEMBERSHIP**

- 2.1 Membership of all committees and working groups of the council will be agreed at the Annual Parish Council meeting held in May of each year.
- 2.2 Membership of sub committees and working groups of committees will be agreed at the first meeting of the committee following the Annual Parish Council Meeting.
- 2.3 The Chair and Vice Chair of Council will be ex-officio members of all committees.
- 2.4 Changes to membership of committees and working groups of the council, and the formation of new committees and working groups of the council will be by decision of council.
- 2.5 Changes to membership of sub-committees and working groups related to the committee, and the formation of new sub-committees and working groups related to the committee will be by decision of the related committee.

### **3. QUORUM**

To be quorate a committee and sub-committee is required to have a third of its members attending with a minimum of 3 (Standing Order 4dviii). This gives a minimum number of 9 members to be appointed to each committee. Working groups do not resolve matters and are thus not required to meet quorate requirements however a minimum number of three members present is preferable.

### **4. CHAIRS**

Chairs and vice chairs will be elected at the first meeting of the committee or sub-committee following the Annual Parish Council Meeting except in the case of a newly formed sub-committee that will elect a Chair and Vice Chair at it's first meeting. Working groups elect the chairs as appropriate.

### **5. CONDUCT AT MEETINGS.**

All persons attending committee, subcommittee and working group meetings are bound by the Council's adopted code of conduct.

## **6. FACILITATION**

All committees and sub committees will be facilitated and minuted by a Clerk or minute taker.

## **7. FACILITIES AND EVENTS COMMITTEE**

7.1 The specific delegated functions and powers of the Facilities and Events Committee are:

- 7.1.1 To develop and agree an annual budget for approval by council that once agreed can be spent by the committee. Any additional budgetary requirements must be requested from council.
- 7.1.2 To monitor the performance of its budget and provide updates to the Finance and Audit Committee
- 7.1.3 To manage the accrual of ear marked reserves to deliver the required capital replacement and improvement programmes of the assets listed below:
- 7.1.4 To be responsible for the following assets of the council:
  - 7.1.4.1 45B High Street
  - 7.1.4.2 63 Chequers Orchard
  - 7.1.4.3 The Jubilee Pavilion and car parks at Iver Recreation Ground
  - 7.1.4.4 The workshop at Iver Recreation Ground
  - 7.1.4.5 Iver Heath Pavilion and car park
  - 7.1.4.6 Iver Heath Bowls Club
  - 7.1.4.7 Iver Heath Tennis Club premises
  - 7.1.4.8 The fenced play areas of Iver Rec, Iver Heath Rec, and Richings Park
- 7.1.5 To make all relevant decisions regarding policy and strategy regarding those assets.
- 7.1.6 To undertake necessary capital works on the assets listed in 7.1.3.
- 7.1.7 To set out a schedule of fees and charges for agreement of council at budget setting.
- 7.1.8 To submit to Council proposals for new and improved services.
- 7.1.9 To appoint advisors as and when necessary to assist in its work.
- 7.1.10 To develop and implement all events and seasonal activities of the council. This includes the facilitation of the Christmas Lights displays in the three centres of Iver, Iver Heath, and Richings Park.

7.2 The maximum numbers of members of the Facilities and Events Committee to be 9.