



TERMS OF REFERENCE	Amenities, Buildings and Car Park
VERSION	1.0
LAST REVIEWED	03 May 2022

## Terms of Reference Amenities, Buildings and Car Park Committee

- 1.1 The Buildings and Car Park committee is a parish council committee established to
  - 1.1.1 look after the toilet block at Town Bottom Playing Fields
  - 1.1.2 manage the existing car parking facilities
  - 1.1.3 investigate options for easing the village car parking problems.
- 1.2 The scope of responsibility of this committee is :-
  - 1.2.1 Manage the cleaning and maintenance of the toilet block.
  - 1.2.2 Manage the contract for the room leased at the toilet block
  - 1.2.3 Manage the contract for Softwater land car park
  - 1.2.4 Identify areas most affected by parked vehicles.
  - 1.2.5 Develop suggested methods for resolving problem areas.
  - 1.2.6 Prepare a report for Council with recommendations for appropriate action.
  - 1.2.7 liaising with DCC Highways, PDNPA officers and other authorities as appropriate
  - 1.2.8 liaising with the council's insurers to ensure that they are prepared to insure any new facilities.
- 1.3 Membership of the committee is determined at the Annual Meeting of the Parish Council, and is usually four members, with the parish council chair and vice-chair being automatic ex-officio members, with two members forming the quorum. The committee chairman is appointed by the full Parish Council and the vice-chairman is elected annually by the committee at the first meeting after the Annual Meeting of the Parish Council. The chairman and vice-chairman shall hold office until the next Annual Meeting of the Parish Council, as per their Standing Orders.
- 1.4 If the numbers of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned, and any business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix. In the event of an equality of votes, the Chairman of the committee shall have a second or casting vote.
- 1.5 In accordance with point 1, above, the Amenities, Buildings and Car Park committee has delegated authority from Bradwell Parish Council and is expected to:-
  - 1.5.1 Ensure the toilets are cleaned on a regular basis.
  - 1.5.2 Ensure the toilets are maintained to an acceptable standard.
  - 1.5.3 Investigate options for managing car parking issues.
  - 1.5.4 Produce a business plan to identify the costs to be incurred and expected revenues to be obtained for each new project.
  - 1.5.5 Manage the implementation of new car parking facilities to agreed budgets, quality and timescales.
  - 1.5.6 Produce plans and costings for the on-going repairs and maintenance of installed facilities.

- 1.5.7 Propose an annual budget to the RFO in a timely fashion.
- 1.6 The Amenities, Buildings and Car Park committee should meet at least twice per annum. Minutes of all meetings will be recorded by the Parish Clerk or any member nominated at the meeting and circulated at full meetings of the Parish Council.
- 1.7 On-site meetings may be arranged by the Chairman of the committee, or by the vice-chairman if the chairman is not available. Where an on-site meeting is arranged all members of the committee shall be notified, but not all have to be in attendance.
- 1.8 This committee should endeavour to assure that no liability falls on the council as a result of injury to members of the public while using the above facilities. Any actual or potential safety issues should be immediately reported to the Parish Clerk.
- 1.9 A member may consider any matter in which he (or their spouse/partner) has a personal interest (but not a pecuniary interest), provided the interest is disclosed in the usual manner and in line with the provisions of the Members' Code of Conduct.
- 1.10 This committee will be responsible for managing expenditure within the agreed budget for all aspects of each separate project under its control. In calculating overall expenditure, no allowance should be made for any potential income.
- 1.11 It is the duty of the council to review the Terms of Reference of the committee each year at the Parish Council meeting following the Annual Meeting of the Parish Council.