



## LISS PARISH COUNCIL

### Facilities Committee

#### Membership & Terms of Reference.

##### Membership

The Committee is a standing committee and its Membership will be appointed at the Statutory Annual Meeting of the Council in May each year.

The Chairman and Vice Chairman of the Council will automatically be ex-officio. Council may co-opt such other members that are not members of the Council to sit in an advisory capacity as required.

##### Quorum for Meetings

A quorum of the Committee will be one half of its voting members. In the event of an uneven number of appointed voting members a quorum of the Committee shall be one half of the voting members rounded down..

##### Chairmanship of the Committee

At the first meeting of the Committee following the Annual Statutory Meeting the first item of business will be to elect a Chairman & the Committee may elect a Vice-Chairman if necessary.

Co-opted members are not eligible to act as Chairman of the Committee.

##### Voting in Meetings

Each member will have one vote; the Chairman of the Committee will have a second and casting vote in the event of an equality of votes.

Co-opted members will have no voting rights.

Voting will normally be on a show of hands. At the request of a Councillor Member the voting shall be recorded so as to show whether each Councillor present and entitled to vote gave their vote for or against that question or abstained from the vote.

##### Rules of Debate

The rules of debate as set out in the Council's Standing Orders will apply to the Committee.

##### Duties of the Committee

Responsibilities will include:

- All administration & maintenance issues relating to all Council owned buildings and lands.  
These are:
  - 1) Liss Village Hall
  - 2) Liss Pavilion
  - 3) The Groundsman's Store/Workshop
  - 4) The Parish Office
  - 5) West Liss recreation ground

- 6) Liss Forest recreation ground
- 7) All Council owned land on the Riverside Railway Walk including the disused railway platform.
- 8) Allotments at:
  - Princes Bridge
  - Mitchells
  - Lower Green
  - Kelseys
  - Fernhills
  - Riverside Railway Walk
- 9) Those parts of Newman Collard Playing Fields in the ownership of the Council.
- 10) Ensuring that the responsibilities of the Council as determined in the Service Level Agreement with the Newman Collard Playing Fields Trust are carried out.
- 11) The timely submission of any extraordinary items, and the cost estimates thereof, for inclusion in the annual budget process.
- 12) Ensuring that all necessary health & safety measures are in place on all Council buildings and property.
- 13) Ensuring that regular risk assessment checks are carried out in respect of all Council buildings, grounds and equipment thereon.
- 14) The setting of priorities for funding from Community Infrastructure, Section 106 and other funds for Facilities Initiatives.

#### Frequency of Meetings

The Committee will meet a minimum of four times a year. Other Meetings shall be called by the Chairman of the Committee as necessary.

These Terms of Reference were approved by Council on 15<sup>th</sup> July 2019.