



## **LISS PARISH COUNCIL**

### **Facilities Committee Terms of Reference and Membership**

#### **Membership**

The Committee is a standing committee and its Membership will be appointed at the Statutory Annual Meeting of the Liss Parish LPC ("LPC") in May each year.

The Chair and Vice Chair of the LPC will automatically be ex-officio members. LPC may co-opt such other members that are not members of the LPC 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.

#### **Chairship 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 Chair and the Committee may elect a Vice-Chair if necessary.

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

#### **Voting in Meetings**

Each member will have one vote; the Chair 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 LPC's Standing Orders will apply to the Committee.

#### **Frequency of Meetings**

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

#### **Duties of the Committee**

Responsibilities will include:

1. All administration and maintenance issues relating to all LPC owned buildings and lands namely (but excluding land and buildings under charity ownership for which LPC is the Sole Trustee):
  - a. Liss Forest Recreation Ground
  - b. LPC owned land on the Riverside Walk including the disused Military Railway Platform
  - c. Those parts of Newman Collard Playing Fields in the ownership of the LPC
  - d. The Mill Road Community Garden
2. Ensuring that the responsibilities of the LPC as determined in the 2023 Memorandum of Understanding with the Newman Collard Playing Fields Trust are carried out.
3. The timely submission of any extraordinary items, and the cost estimates thereof, for inclusion in the annual budget process.
4. Ensuring that all necessary health and safety measures are in place on all LPC buildings and property and the Groundsman's Garage (the use of which is governed by a Licence dated 1/2/21 with the NCPFT).
5. Ensuring that regular risk assessment checks are carried out in respect of all LPC buildings and grounds and thereon.
6. The setting of priorities for funding from Community Infrastructure, Section 106 and other funds for Facilities Initiatives.
7. Oversight of LPC open spaces and environmental projects.

***Adopted by Liss Parish Council on 20<sup>th</sup> November 2023.***

***To be review annually.***