



Thurcroft Parish Council

TERMS OF REFERENCE FOR FACILITIES & EVENTS COMMITTEE

Purpose of Facilities & Events Committee

This committee is appointed to make decisions about all matters relating to the facilities and events within the parish, subject to budget and expenditure limits decided by the full council unless stated otherwise.

Membership and voting

(To be elected annually at the Annual Meeting of the Parish Council each year in May)

1. The Committee will consist of a maximum of 8 councillors.
2. At the Annual Meeting of the Parish Council, the Council shall elect a Chair.
2. The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.

Convening

The Clerk will convene Facilities & Events Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972. Minutes will be taken, approved and retained by the council in perpetuity.

Meetings

Meetings will be held in accordance with the council's Standing Orders.

Quorum

The quorum of the Committee will be 3 councillors.

Documentation

1. Minutes of all meetings will be recorded by the Clerk or, in the absence of the clerk, by one of the councillors present at the meeting.
2. Draft minutes will be circulated to all members of the committee.
3. Depending on timing, either draft or approved minutes will be received by the full council for information only.

Accountability



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The Facilities & Events Committee has been given delegated power by the full council to act on behalf of the authority in relation to these defined terms of reference only; any matters outside the Committee's terms of reference shall be made to the full council as a recommendation.

Remit of the Committee

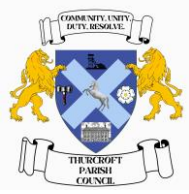
1. Facilities

- To annually consider the income rates and charges for all facilities within the parish; including Thurcroft Cemetery, Gordon Bennett Memorial Hall, football pitches, land hire or Allotment sites; and to make a recommendation to full council for any review and approval of any changes.
- To note updates on inspections carried out by Officers on the Facilities within the parish; including Thurcroft Cemetery and Gordon Bennett Memorial Hall.
- To consider any correspondence or arising actions that may need to be taken in relation to the lease between Thurcroft Parish Council and RMBC in relation to Thurcroft Library & Community Hub.
- To consider any delegated action from complaints received regarding the facilities; including Thurcroft Cemetery, Gordon Bennett Memorial Hall, football pitches or Allotment sites.
- To lead on plans with the renewal of the Gordon Bennett Memorial Hall and consider any actions within the budget allocated by full council; and to report back regular to full council on the progress of the development.
- To lead on plans with the renewal of the extension of Thurcroft Cemetery and consider any actions within the budget allocated by full council; and to report back regular to full council on the progress of the development.

2. Events

- To consider and lead on any events within the parish, including by not limited to Remembrance Sunday and the Christmas Lights switch on within the allocated budget by full council.

3. Communication



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- To manage the communications throughout the parish within the allocated budget agreed by full council, including; Postal, Facebook, Newsletters, Christmas Cards, Website, Noticeboards, Posters and the Media.

Where the Committee feels necessary, it may refer any decision for which it has delegated authority, to the full council.

Review

The Facilities & Events Committee's terms of reference are to be reviewed annually at the Annual Council meeting.

Adopted on Thursday 16th May 2024