



Facilities Committee

Terms of Reference

The Facilities Committee is appointed by, and solely responsible to, Burghfield Parish Council. The Committee's duties are defined and agreed by the Parish Council, which may vote, at any time, to modify the Committee's powers.

Committee Membership

Chairmanship: The Chair is appointed at the Annual General Meeting of full council in May each year. A Vice-Chair may be appointed by majority decision of the committee.

Members: The Committee will consist of no fewer than 5 elected members.

(The Chairman & vice Chairman of the Parish Council have automatic membership and full voting rights)

Quorum: 3

Terms of Reference

Adopted by Council: The Committee will meet a minimum of **five** times per year.

1. The Committee will set an annual budget for consideration by the Finance and Audit Committee and monitor its financial performance against the budget previously agreed by the Council.
2. The Committee will be responsible for managing and maintaining the following facilities:
 - a. Burghfield Village Hall
 - b. Burghfield Sports Pavilion
 - c. Common & Hatch Allotment sites
 - d. Burghfield Burial Ground
3. The Committee is responsible for presenting recommendations to full council in relation to proposed fees for the use of any council owned facility.
4. The Committee will be responsible for maintaining the sites/venues as community facilities and make recommendations for any improvements taking into account any potential or additional equipment required.
5. The Committee will be responsible for agreeing and reviewing terms and conditions of hire of the above sites/venues.
6. The Committee will ensure that the tools, machinery, and vehicles owned by the parish council are insured and properly maintained.
7. The Committee will ensure all health and safety requirements are met.
8. The Committee will consider all matters referred to it by the Council and, where appropriate, will recommend suitable courses of action on these.
9. The Committee will consider any future proposals for the acquisition or disposal of any venue within the parish of Burghfield and make recommendations to Council.
10. The committee has a duty to consider the long-term environmental impacts of its decisions and take steps to reduce BPC's carbon footprint and promote sustainability.
11. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.