



## **Medstead Parish Council Maintenance Committee Terms of Reference**

### **Definition and Purpose**

The Maintenance Committee is defined as a Standing Committee pursuant to paragraph 4 of Standing Orders.

The Maintenance Committee is established to oversee the management, maintenance, regulation, security and development of Parish Council owned land and other land and facilities for which the Parish Council has a statutory responsibility (including the Village Green, Sports Pavilion, Village Hall car park, Cemetery, St Andrews churchyard, paths and recreational facilities (play area(s))).

This shall include the following responsibilities:

- i. To manage where appropriate the Parish Council facilities
- ii. To be responsible for monitoring work carried out by contractors, handymen, on or at the facilities, with a view to ensuring that standards are maintained and contract service levels are achieved.
- iii. To put forward to the Parish Council (in consultation with the Finance and General Purposes Committee) quotations, estimates and proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year, and the requirements for a 3-year plan.
- iv. To be responsible for overseeing risk assessments, health and safety checks and maintenance inspections carried out by the Proper Officer, ensuring that they are comprehensive, fully documented and up to date (risk assessments to be reviewed annually). The Committee shall, in particular, carry out formal (annual) documented reviews of:
  - a. RoSPA inspections of the Play area(s)
  - b. Risk Assessment to ensure that suitable steps are taken to remedy any perceived shortcomings in respect of health and safety or risk assessment, referring any problems which the Committee is unable to resolve to the full Council.
- v. To prepare for each financial year, by 31st October in the previous year, a budget in respect of any anticipated expenditure relating to the facilities over and above routine maintenance, repairs and administrative costs. The budget shall be submitted by the Clerk for referral to the Finance and general Purposes Committee.
- vi. To explore external funding opportunities and work in partnership with appropriate funding bodies to improve the Parish Council's facilities.
- vii. To deal with any complaints or problems relating to the facilities which the Clerk has been unable to resolve, reporting to full Council if and when appropriate.
- viii. To lead on tenders for all aspects of maintenance and ground works in accordance with the Parish Council's Financial Regulations.

- ix. To ensure that all suppliers and contractors have, and can provide proof of, appropriate and adequate insurance for their work.
- x. To work in partnership with the police to alleviate anti-social behaviour and vandalism in the Parish Council's land.

## **Membership**

The Committee shall comprise four members of the Parish Council, elected each year at the Annual General Meeting. Other Council Members, with specific expertise, may attend meetings and may provide their expertise throughout meetings and shall not have a vote. In addition, two "reserves" shall be appointed who will have full Committee rights when attending as members.

The Committee will elect a Chairman from amongst its members.

The Chairman, if present will preside over meetings. If the Chairman is not present, the Committee shall elect from its members a councillor to act as Chair. The Chairman of the Parish Council, if present, will chair the Committee in the absence of the Committee Chairman (see Standing Order 3o). Quorum for all meetings shall be three Councillors.

## **Attendance**

The rules of attendance are as defined in Standing Order 3.

## **Meetings**

Meetings shall be held, as a minimum on a bi-monthly basis, two weeks prior to a full council meeting or as required, giving a minimum of 3 clear day's notice, as defined within Section 3 of Standing Orders.

The Chairman of the Parish Council shall be notified of all meetings and agenda items and may attend should they so wish.

Additional Agenda items maybe included at the Chairman's discretion, however, any member may request a postponement to allow further investigation.

Meetings will commence with an "Open Session" as per Standing Orders, paragraph 3e

## **Minutes**

Minutes of all formal meetings will be taken by the Parish Clerk according to Standing Order 12 and circulated to all Council members.

## **Financial Delegation**

All financial expenditure shall be approved prior to the commencement of work by full council unless previously delegated. Matters of an urgent nature to the value of £500 may be authorised by the Parish Clerk in accordance with Financial Regulation paragraph 4.1

## **Reporting**

A summary report shall be made at each Full Council meeting.