



H A D D E N H A M
P a r i s h C o u n c i l

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Haddenham Parish Council
Facilities Committee
Terms of Reference
May 2021

Next Review: May 2022

Purpose of the Committee

The Facilities Committee is a Standing Committee of Haddenham Parish Council established to manage the Parish Council's assets.

Membership

The committee shall consist of a minimum of three Members of the Parish Council to form a quorum. The membership will be agreed at the Annual Parish Council meeting held in May each year, where the Chair of the Committee will also be appointed. At its first meeting after the annual meeting the committee will appoint a Vice-Chair who will chair the meetings in the absence of the Chair. The Chair and Vice-Chair of the Parish Council will be ex-officio members of the committee and will have full voting rights if in attendance. Any changes to the membership of the committee during the year will be ratified by a vote of the committee.

Meetings

The schedule of meetings of the committee will be determined each year at the Annual Parish Council meeting with the committee meeting a minimum of 4 times a year.

The agenda for meetings will be determined by the Clerk following a discussion with the Chair of the Committee and will be circulated to the Members three clear working days in advance of the meeting. The minutes of the meeting will be recorded and once approved and signed by the Chair will form part of the Parish Council's statutory records. Requests from Councillors for items to be included on the agenda will be considered in line with the Council's Standing Orders.

Budget

The committee will review its annual budget at its October meeting each year and taking into account its half year income/expenditure and future projects recommend to Council a budget for the next financial year to be included in the precept. Any expenditure in excess on the annual budget will require approval from full council.

Annual Report

The committee will produce an annual report outlining the work that has been ongoing over the previous year and plans for the future to be presented at the Annual Parish Meeting.

Delegated responsibilities

The committee will nominate a representative to attend external meetings to represent the Parish Council's interest and report back.

Streetlights

The Parish Council is responsible for over 200 streetlights. The Facilities Committee is responsible for:

- Writing and implementation of the Parish Council's Streetlight Policy
- To formulate a 10 year a streetlight maintenance and replacement plan.
- Carry out and regularly review a streetlight risk assessment.

Village Maintenance Contract

- Monitoring of the village maintenance contract by receiving a report at each meeting and arranging quarterly meetings with the contractor.
- When the maintenance contract is due for renewal, to work with the Clerk to carry out a review of the previous contract. Determine if a new contract is appropriate or whether the function should be brought in-house. Carry out a recruitment or tendering process in line with the Council's policies.
- Ensure all appropriate risk assessments and insurance are in place for the contractor.

Devolved Services

- Carry out an initial assessment prior to taking on any services that the Higher Tier Council offers to the Parish Council under a devolved agreement, including a risk assessment.
- Determine if the devolved function requires additional employee(s) or should be carried out by a contractor.
- Make a recommendation to Council relating to devolved services offered.
- To work with other smaller parishes within the cluster to ensure they get the service they want.

Registered Greens, Open Spaces, Sports Pitches and St Mary's churchyard

The Parish Council is responsible for:

- 2 registered village greens at Church End and Townsend
- open spaces at Banks Park, Platers Rd, Sheerstock, Tibbs Road and Woodways; further open space will be transferred at Aston Road, and may be transferred at the Churchway site
- the management of St Mary's churchyard

The Facilities Committee will:

- have in place management plans for all areas

- booking arrangements for use of sites where appropriate.

Play Areas

The Parish Council has responsibility for 4 play areas at Woodways, Banks Park, Sheerstock and Tibbs Road; 2 more are expected at Aston Road. The Facilities Committee will:

- Oversee the design and installation of new play equipment, review and approve quotes.
- Ensure regular safety checks are carried out.
- Ensure routine maintenance is carried out.
- Review the annual safety inspections and ensure that any necessary action is taken.
- Ensure all appropriate risk assessments are in place and up to date.

Ponds

The Parish Council is responsible for 3 ponds, at Church End, Rudds Lane and Banks Road

- Develop and implement a pond maintenance plan.
- Maintain the water supply to the ponds at an agreed level.
- Assess the need for any major repair or maintenance work that may require utilisation of funds from the reserve.
- To carry out and regularly review a risk assessment for the ponds.

Trees

The Parish Council is responsible for a large number of trees growing on its land, the committee will:

- Appoint a tree surgeon to be the main contractor to deal with maintenance of trees.
- Obtain quotes for any tree work required in advance, the exception being emergency tree work which the Chair of the Committee or the Council and the Clerk will approve.
- Arrange for regular inspection of its trees to identify any hazards or maintenance requirements.
- To carry out and regularly review a risk assessment for trees

Dog waste bins

The Parish Council has 24 dog waste bins, the committee will:

- Ensure that the contract with Buckinghamshire Council for emptying the bins is up to date and is being fulfilled.
- Review the number and location of dog waste bins annually.

Litter Picking

- Organise a team of volunteers to litter pick around the village on a regular schedule.
- Ensure that a risk assessment is in place and all volunteers are briefed as to its contents.
- Maintain a list of volunteers who attend on each occasion.

Benches

- Manage repairs and replacements of the parish benches.
- Repair benches on the highway under the devolved services agreement with Bucks County Council.
- Consider memorial bench requests in line with the Council's policy.

Premises

The Parish Council has maintenance and landlord responsibilities for the following properties which are managed by voluntary committees:

- Haddenham Village Hall
- Woodways Pavilion

The Facilities Committee is responsible for:

- Supporting the management committees with their responsibilities.
- Reviewing and modernising the relationships between the Parish Council and the management committees by working with them on new leases or management agreements.
- Ensuring repairs and maintenance tasks falling under the Parish Council's responsibility are carried out.

New Facilities

- To appoint representative(s) to work with the PC staff, Buckinghamshire Council and the developer on the transfer of new assets to the Council.
- To ensure all inspections have been carried out, assets are in good condition and have been laid out or built in accordance with approved plans.
- To set in place management plans and hiring arrangements for new facilities in liaison with potential users.

Sub-Committees

The Facilities Committee will appoint sub-committees to manage some of its assets, in particular where sites are volunteer maintained and managed. Each sub-committee will have its own terms of reference with delegated management and budgeting responsibilities.

The sub-committees will be:

- Community Orchard Committee.
- Snakemoor Committee
- Allotments Committee
- Playing Field Management Committee
- Sports and Social Club

Each sub-committee will

- Have at least one appointed member of the Facilities Committee. The Chair and Vice Chair of the Facilities Committee will be ex-officio members of each sub-committee.
- Record minutes of their meeting and present a report to each Facilities Committee meeting.
- Have specific areas of responsibility outlined in a management agreement.

These terms of reference will be reviewed annually at Haddenham Parish Council's Annual Parish Council Meeting which is held in May.