

# **Newport Parish Council Assets and Facilities Committee Terms of Reference (Updated 10 December 2018)**

The Assets and Facilities Committee is a committee of Newport Parish Council.

## **Membership**

The Committee shall consist of at least 6 members of Newport PC. Councillors can join midyear with membership renewed at the Annual Meeting in May.

## **Appointment of Committee**

The Committee shall at their first meeting, following the full council Annual Meeting, elect a Chairman and Vice Chairman.

## **Frequency of Meetings**

The Committee shall meet not less than 6 times in each year. A quorum at each meeting shall be 3 members. The frequency and schedule for meetings will be agreed annually.

## **Functions of the Committee**

- To oversee and monitor the assets and facilities provided by the parish council which currently but not exclusively, include the following:
  - Toilets
  - Open Spaces
  - Clatterford Recreation Ground
  - Victoria Recreation Ground
  - Worsley Road Playing Field
- To receive and discuss reports on all assets facilities and services and make recommendations to full council.

## **Delegated Powers of the Committee** (subject to agreement at full council and amendment to Financial Regulations)

The Committee will have delegated powers to incur expenditure on behalf of the Council to carry out any repair, replacement or other work which is necessary to the smooth operation of the service, subject to a limit of £2,500. This expenditure must be agreed by the Chairman and at least 2 other members of the Committee.

The action shall be reported to the Full Council as soon as practicable thereafter.

To recommend annually all service fees and charges to Full Council