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## **Ingatestone and Fryerning Parish Council Facilities Committee Terms of Reference**

These Terms of Reference were approved at Full Council on 27 April 2020.

### **Prime Objectives**

To oversee all the parish council assets.

The committee will meet monthly and consist of up to eight members. Three members of the committee will be required to be present in order to be quorate.

The objectives should be achieved within the constraints of the annual budget

Where funds exceeding £5,000 or contracts with a cumulative annual value exceeding £5,000 are required to be spent, the Facilities Committee will defer final decision to the Full Council as per Financial Regulations.

For actions requiring expenditure to ensure the smooth running of the Key Tasks, the Clerk is authorised to approve these actions subject to the limitations laid down by the Parish Council's financial regulations (section 4.5).

### **Key Tasks**

1. **Grounds and pitch maintenance** – Oversee the pitch and grounds maintenance contracts. To refer each contract to the Legal and Finance committee for contractual ratification in order to ensure the protection of the Parish Council in legal matters. When contracts are awarded, review their content before renewal. Regularly monitor the performance of contractors and act as appropriate. Contract procedures, as outlined in the Parish Council's Financial Regulations, should be followed.
2. **Ingatestone Churchyard (St Edmund and St Mary)** - Ensure that the plants, flowerbeds, grass, hedges, fences, trees and seats are appropriately maintained.
3. **Fryerning Cemetery** - Ensure that plants, flowerbeds, grass, hedges, fences, trees and seats are appropriately maintained. Ensure that the funeral directors and others follow Burial Regulations and that all necessary legal requirements are observed. Maintain burial records in accordance with statute. Review the charges on a bi-annual basis. Review the results of the annual inspections and initiate any corrective action required
4. **Seymour Pavilion and field** – Oversee the running of the facility in conjunction with the Clerk and Parish Caretaker.
5. **Office** – to oversee the running of the parish office in conjunction with the Clerk.

6. **Playgrounds** - Review the facilities available annually within the Parish for the different age groups. Make recommendations for improvements that consider both new developments in equipment and changes in other Essex parishes. Arrange for an annual safety inspection by an outside agency. Review the results of the annual and weekly inspections and initiate any corrective action required.
7. **Fairfield** - Ensure that the playing fields, cricket pitch, hedges, trees, seats, fences and the pond are in good condition. Report deficiencies to the appropriate authority and monitor their action. Remedy any faults for which we are responsible.
8. **Rights of Way** - Ensure that the designated Rights of Way in the Parish are open and walkable by the relevant categories of user. Report deficiencies to the appropriate authority and monitor their action.
9. **Trees** - Take regular professional advice on the state of trees for which the council is responsible and take the necessary action. Ensure that the appropriate authorities are consulted where trees are involved that have protection orders or are in the Conservation Area. Identify further opportunities for planting trees.
10. **Christmas Trees** – to organise and erect the annual Christmas Tree display on the High Street, Ingatestone.