

EASINGTON PARISH COUNCIL

FACILITIES MANAGEMENT COMMITTEE TERMS OF REFERENCE

Purpose of the committee

The Committee is established to manage, maintain, and report on Land and Assets in the ownership of the Parish Council, namely the Cemetery, Village Garden, Land at Blackwell Pond, Land at Baulk End, the War Memorial, Benches, Bus Shelters, Seats, Lighting, and other assets within the asset register, together with land the Parish Council has a responsibility to maintain, namely Easington Churchyard.

1. To keep under review the assets of Easington Parish Council
2. To advise the Parish Council, of any proposals for any improvements, repair, maintenance, involving capital expenditure which is required to maintain assets. The Committee does not have delegated powers to undertake work without referring back to Full Council, except in an Emergency situation see, item 6.
3. The Committee to have 3 Members with a Chair, elected annually.
4. The Committee to meet Annually in February of each year to undertake a full review of the assets.
5. Bi – monthly reporting to Full Council with review of the Assets being undertaken on a continual basis.
6. The committee does not have power to appoint a Sub-Committee without reference back to Full Council in the first instance.
7. Expenditure up to an amount of £250.00 is delegated to the Committee. The Proper Officer (Clerk), together with 1 of the Councillors on the Facilities Management Committee are authorised to spend in an Emergency situation.
8. Meetings will be open to the public – Public Bodies (Admissions to Meetings) Act 1960.
9. Procedures for meetings follow Easington Parish Council Standing Orders.
10. The above Terms of Reference were adopted at the Annual meeting of the Parish Council on 02 May 2024, and will be reviewed annually.