

# Normandy Parish Council

Serving Our Community through working in Partnership

## ESTATES AND FACILITIES COMMITTEE

### Terms of reference

#### Purpose of committee

Overall responsibility for buildings, landholdings and equipment belonging to the Parish Council.

#### Terms of reference

- (a) To ensure the council meets its statutory duties and conducts appropriate regulatory checks of the areas under the control of the committee.
- (b) To review and improve operational management of the areas under the control of the committee, including overseeing contractual arrangements.
- (c) To consider and agree an appropriate charging structure for the use of council facilities under the control of the committee.
- (d) To identify improvements to existing facilities or consider new facilities to meet the needs of the local population.
- (e) To work with partner authorities and agencies on areas of mutual benefit within the areas of responsibility of the committee.
- (f) To engage with and encourage the use of volunteers to support the work of the committee.

#### **Delegated authority**

- (a) To act on behalf of the council in all matters contained within the agreed terms of reference.
- (b) To authorise expenditure within the agreed budget assigned to the committee.
- (c) To appoint sub-committees and/or working groups for specific purposes as required and determine their terms of reference.

#### **Quorum**

The quorum of the committee for any meeting shall be three councillors.