

Shinfield Parish Council – Facilities Committee

Terms of Reference

Purpose

- The Facilities Committee is responsible for leisure and recreation facilities owned by the parish council
- Develops relationships with local sports and leisure groups
- Develops relationships with Wokingham Borough Council on sports and leisure

Membership

- The Committee should have at least four members with a quorum of three members.
- There should be a representative from at least three of the five wards
- The committee will elect the Chair and Vice-Chair annually

Delegated powers

The committee has the following delegated powers:

- Delegation of work to the Clerk
- Budget setting (in conjunction with the Finance and General Purposes Committee) and the power to spend within its budget. Any expenditure in excess of the budget limit must be approved by the Finance and General Purposes Committee for the:
 - Management, security and repair of council properties
 - Management, security and repair of parish council land and buildings
 - Management and security of allotment sites
 - Purchasing within the allocated budget and within the council's Financial Regulations
 - Management of parish council bus shelters
 - Management of allocated Section 106 or Community Infrastructure Levy funds awarded for leisure and play facilities

The chair of the committee should report on its activities at full council meetings

Review

The Committee shall review these terms of reference annually at the first meeting after the annual meeting of the council.

Shinfield Parish Council – Arts, Culture & Events Committee

Terms of Reference

Purpose

- The Arts, Culture & Events (ACE) Committee is responsible for the promotion of arts & culture within the parish
- Develops relationships with Wokingham Borough Council with regards to ACE activities and appropriate groups and organisations including arts societies and history clubs
- Develops a parish wide events programme which the council will either deliver directly, work with partners or support other organisations accordingly

Membership

- The Committee should have at least four members with a quorum of three members.
- There should be a representative from at least three of the five wards
- The committee will elect the Chair and Vice-Chair annually

Delegated powers

The committee has the following delegated powers:

- Delegation of work to the Clerk
- Budget setting (in conjunction with the Finance and General Purposes Committee) and the power to spend within its budget. Any expenditure in excess of the budget limit must be approved by the Finance and General Purposes Committee for the:
 - Management of community activities and competitions e.g. litter pick, annual allotment competition, best garden competition
 - Purchasing within the allocated budget and within the council's Financial Regulations
 - Development of youth provision across the parish
 - Develop and deliver in house events for the benefit of the entire community or specific sub-sections e.g a village fete for Shinfield or a youth event
 - Support other community based events as deemed appropriate

The chair of the committee should report on its activities at full council meetings

Review

The Committee shall review these terms of reference annually at the first meeting after the annual meeting of the council.