

# **FARINGDON TOWN COUNCIL**

The Pump House, 5 Market Place FARINGDON, Oxfordshire, SN7 7HL

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Clerk: Katherine Doughty



## **Facilities Committee Terms of Reference**

**Membership:** The committee will consist of 8 appointed members of the Town Council including, ex officio, the Mayor and Deputy Mayor.

**Meeting frequency:** At least four times per year.

**Quorum:** A minimum of three.

**Authority:** The committee has **delegated authority** as follows:-

1. The Committee will set an annual budget for consideration by the Finance and Audit Committee and monitor its financial performance against the budget previously agreed by the Council.
2. The Committee will be responsible for managing and maintaining the following venues:
  - a) The Corn Exchange
  - b) The Pump House
3. The Committee will be responsible for setting fees and charges to maximize income whilst maintaining the venues as community facilities.
4. The Committee delegates authority to the Town Clerk and Deputy Town Clerk to approve the use of alcohol in council venues.
5. The Committee will be responsible for agreeing and reviewing terms and conditions of hire of the above venues.
6. The Committee will maintain their partnership with the Allotment Society to ensure their obligations are met and the continuous maintenance of the allotments.
7. The Committee will be responsible for managing and maintaining the following public open spaces:
  - a) Oakwood Park
  - b) Town Park
  - c) Tucker Park play area
  - d) Portwell Pump and Seat Area
  - e) All Saints closed churchyard
  - f) The Elms Tennis Court
  - g) The Wilderness
  - h) Clos Melois Boules Park
  - i) Town Council adopted bus shelters
  - j) Town Council adopted planters
  - k) Town Council adopted benches
8. The Committee will, in addition to the above responsibility, ensure that the children's play equipment located in Oakwood and Tucker Parks is maintained to a safe standard.

9. The Committee will ensure that the tools, machinery and vehicles available for staff use are insured and properly maintained.
10. The Committee will ensure all health and safety requirements are met.
11. The Committee will consider all matters referred to by the Council and, where appropriate, will recommend suitable courses of action on these
12. The Committee will consider any future proposals for the acquisition or disposal of open spaces and Venues within the parish of Great Faringdon and make recommendations to Council.
13. The committee has a duty to consider the long-term environmental impacts of its decisions and take steps to reduce FTC's carbon footprint and promote sustainability.

Reviewed Town Council 12/5/25