# PORTREATH
## PARISH COUNCIL

**Terms of Reference (ToR)**

**Facilities Working Group**

**Adopted: 7th April 2025**

# Terms of Reference (ToR)
# Facilities Working Group

The completion of the Portreath Parish Office and Community Hub, combined with the existing public toilets, has highlighted a need for a structured approach to managing the day-to-day operations and maintenance of these facilities.

The working group will ensure the efficient operation and effective management of the facilities, ensuring that they serve the community's needs and remain operational and accessible for all users.

1. **Membership**
   The Working Group shall consist of a minimum of three Councillors appointed by the council, with a maximum of ten persons including members of the community should their expertise be required.

   The Term of Membership for a working group will be for a period of one year or to the next Annual meeting of the Full Council or time limited to the end of the project completion.

   The Annual Meeting of the Council can re-confirm the working group's membership and terms of reference or appoint other elected members to serve for the forthcoming civic year.

2. **Leader**
   A leader will be appointed for the working party by the Parish Council.

   The leader will be the main point of contact for the Clerk to Council, Council members and members of the public, and must be a member of the Council unless otherwise agreed by the Full Council.

3. **Powers**
   Working Groups cannot make decisions on behalf of the Parish Council and any recommendations made by working groups will be subject to approval by the Full Council.

   No funding or monies will be spent or committed without prior authorisation of the Full Council.

4. **Responsibilities and Areas of Operation**
   The Full Council will establish the role of the working group and its full terms of reference. This may include:
   - To oversee the day-to-day management of the community hub.
   - To agree users of the community hub.
   - To establish, and periodically review, a pricing structure for use of the community hub.
   - To manage access requirements for users of the community hub.

- To manage cleaning and general maintenance requirements for the facilities.
- To liaise with contractors in relation to maintenance of the facilities.
- To make recommendations to Council.
- To explain the recommendations, reasons, options to Full Council by way of a written report.
- To make recommendations to the Staffing Committee by way of a written report for any issues that may impact staffing arrangements.
- To answer questions from the Council.
- No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement.
- No changes to staffing arrangements to be made without delegated authority or prior Staffing Committee endorsement.

The working group will arrange its own meetings and schedule of work at its inaugural meeting.

The leader of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the working party to attend and deliver the progress report.

5. **Meetings of Working Groups**
   A Working Group is not required to meet in public, therefore Standing Orders are not applicable, although the Code of Conduct and Councils' Financial Regulations still applies to any councillor, community member or officer who is a member of the working party.

   Formal agendas and Minutes are not required.

   The quorum of the group shall be 3 members.

   The working group shall report formally to each meeting of the Council with informal updates to Council members following each meeting.

   The working group will report formally to the Full Council at its Annual Meeting if required and to the Annual Parish meeting.

   Frequency of Meetings will be as required.

   The continuing need for a working group will be reviewed by the Full Council at the next annual meeting of the council, unless otherwise specified.

6. **Members Conduct**
   All members of council working groups are required to follow the councils code of conduct and be mindful of the councils' obligations under the Civility & Respect Pledge.