



PORTREATH

PARISH COUNCIL

Terms of Reference (ToR)

Facilities Working Group

Adopted: 2nd June 2025

Terms of Reference (ToR)

Facilities Working Group

The Facilities Working Group has been established by Portreath Parish Council to oversee the effective management, maintenance, and improvement of the parish's public facilities. This includes responsibility for the public toilets, and the newly opened Parish Office and Community Hub—both vital assets for residents and visitors alike.

The role of the Working Group is to monitor the day-to-day functioning of these facilities, identify areas for improvement, and ensure they remain clean, accessible, and welcoming. As a working group, we will not make decisions independently but will develop informed recommendations to present to the full council and staffing committee for approval.

Through regular site assessments, engagement with service providers and the local community, and strategic planning, the group aims to support the Parish Council in delivering well-managed, high-quality facilities that meet the needs of all users.

Together, we are committed to maintaining Portreath's community spaces as places of pride and functionality for current and future generations.

1. Membership

The Working Group shall consist of a minimum of three representatives of the council, (councillors or officers) 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, or an officer 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 or the relevant committee.

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

4. Responsibilities and Areas of Operation

• *Day-to-Day Oversight*

- Monitor the ongoing condition and operation of parish facilities, including public toilets and the Parish Office & Community Hub.
- Ensure timely reporting and recording of maintenance issues or required improvements.

• *Liaising with Contractors and Service Providers*

- Act as the main point of contact between the Parish Council and contractors responsible for cleaning, maintenance, repairs, and other services.
- Obtain quotes, schedule works, and oversee the completion of tasks to ensure standards are met.
- Review contractor performance and provide feedback or recommendations for contract renewals or changes.

• *Health, Safety & Compliance*

- Ensure all facilities are compliant with relevant health and safety legislation.
- Recommend risk assessments and necessary actions to address safety concerns.

• *Budget Monitoring and Cost Efficiency*

- Monitor expenditures against approved budgets for facility-related activities.

- Identify cost-effective solutions and recommend financial allocations to the full council.
- ***Strategic Planning and Improvement***
 - Develop short- and long-term maintenance plans for facilities.
 - Propose upgrades or enhancements to meet community needs and environmental standards.
- ***Reporting and Recommendations***
 - Prepare reports and recommendations for consideration by the full Parish Council.
 - Present updates at council meetings, including key issues, progress on works, and upcoming needs.
- ***Community Engagement***
 - Consider feedback from local residents and facility users to inform improvements and services.
 - Promote the appropriate use and stewardship of public facilities.
- ***Emergency Response***
 - Coordinate immediate responses to urgent issues (e.g., facility closures, vandalism, or plumbing failures), including contact with emergency repair services where necessary.
- ***Record-Keeping***
 - Maintain records of inspections, maintenance schedules, contractor communications, and project updates.
- ***Support Council-Led Initiatives***
 - Assist in the delivery of council projects and events that make use of parish facilities.

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 Party 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.

7. Review

Date	Recommendation/ Amendment/Changes	Approved by Full Council	Sign