

East Cowes Town Council



Draft Terms of Reference

Facilities, Projects and Events Committee

1 Roles and Responsibilities of the Committee

The Committee shall have responsibility for:

a) Assets

- i. Ongoing review of the external facilities managed by the Town Council
- ii. To approve an annual planned and costed maintenance programme for the Town Council by November (drafted by the Facilities Officer) to meet budget projection deadlines
- iii. Any issues arising from the annual RoSPA play park inspection and authorise any emergency expenditure
- iv. Monitoring all planned grounds maintenance of recreation grounds
- v. To approve tenders for all aspects of maintenance and ground work in accordance with financial regulations.

b) Projects and Events

- i. To plan and oversee an annual events programme
- ii. To agree and oversee all annual projects undertaken by the Town Council in accordance with Financial Regulations
- iii. To provide an annual report on Events and Projects (in conjunction with the Town Clerk), to Full Council by November to meet budget projection deadlines

2 Delegated Powers

The committee shall have *delegated* powers to make decisions and spend money up to a *maximum of £10,000* on any individual project or event without the need for further referral to the Full Council; unless the Committee or the Full Council decides that an event or project should be referred on.

3 Membership

The Committee shall comprise of 8 Councillors, appointed at the annual meeting of the Full Council. The Committee will elect a Chair and Vice Chair for the forthcoming year. The election of these positions shall take immediate effect.

4 Voting

Each member shall have one vote apart from the Chairman who will have, in addition, a casting vote. Voting shall be by a show of hands. A named vote will be taken if so requested by a councillor.

5 Committee Servicing

The Committee shall be serviced by the Town Clerk or their deputy.

6 Meetings

Meetings will take place every month (or less if agreed with the Chair/Vice Chair).

Asset and Maintenance List

- Esplanade toilets, paddling pool and play area
- Cadets Walk Community garden and flower tubs/bedding arrangements
- Jubilee Recreation Ground children's play area
- Vectis Road skate park
- Keziah Memorial Garden Play area
- Grass cutting in Jubilee and Victoria Rd Recreation grounds
- Osborne Rd Toilets
- Library
- MUGA
- Tennis Courts
- Town hall
- Well Rd raised beds
- Seafront carving
- Speed ticket monument
- Columbine rd Carving