

East Cowes Town Council



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