

STEYNING PARISH COUNCIL

PREMISES COMMITTEE

TERMS OF REFERENCE

In the context of these Terms of Reference the Proper Officer is also the Responsible Financial Officer and Steyning Centre Manager

Main functions: To oversee and make decisions on the maintenance and efficient management of the Steyning Community Centre. To oversee the maintenance and management of the public toilets and lease arrangements with HDC. To oversee the maintenance and management of the changing rooms at the Memorial Playing Field. To work with the Amenities Committee over the maintenance and leasing of other premises such as sports facilities. To make recommendations to the Council on any matters it deems necessary.

1. General responsibilities.

With the Proper Officer to prepare an annual budget for submission to the Finance & General Purposes Committee (F&GPC) before the end of the fiscal year.

- (a) To monitor the Committee's monthly and annual budget and to advise the F&GPC Committee of any potential overspend.
- (b) To be responsible for and make decisions on any matter delegated to it by the Council or any other Committee or, any matter deemed appropriate for this committee.
- (c) To delegate authority to the Proper Officer and/or Councillors such actions as it deems necessary to ensure that the Committee's decisions are carried out efficiently and expediently and to ensure that the Proper Officer and/or Councillors report back to the Premises Committee on what actions have been taken on its behalf.
- (d) To ensure that the Proper Officer complies with any delegated authority that he/she may be given from time to time by the Premises Committee.

2. Steyning Community Centre and Premises owned by Steyning Parish Council.

- (e) To be responsible for all matters concerning premises owned by Steyning Parish Council including letting, maintenance, health & safety, staffing and cleaning.
- (g) To be responsible for all matters concerning charges for the use of premises owned by Steyning Parish Council.
- (h) To be responsible for and deal with future improvements and repairs to premises owned by Steyning Parish Council.
- (i) To be responsible for the remuneration and recruitment of caretaking staff and report to Finance & General Purposes Committee.
- (j) To deal with any complaints from users.
- (k) To be responsible for the maintenance of the grounds and outside area.
- (l) To be responsible for any contracts for the provision of services, maintenance or security of premises owned by Steyning Parish Council.
- (m) To be responsible for other matters that may from time to time be delegated by Full Council or deemed appropriate for this committee.
- (n) To ensure that insurance provision for premises owned by Steyning Parish Council are in place and provides adequate cover including but not limited to cover for buildings and contents, public liability and employer liability. Furthermore to ensure that any conditions pertaining to the insurance schedule are observed.

3. Membership.

- (o) The maximum membership of the committee shall be seven, the quorum to be three councillors.