

MINSTER PARISH COUNCIL (MPC)

OPERATIONS COMMITTEE

STANDING ORDERS & TERMS OF REFERENCE

- 1) The Operations Committee is a committee of Minster Parish Council.
- 2) All meetings shall be conducted in the manner as prescribed for Full Council meetings in the Minster Parish Council Standing Orders as in force at the time.
- 3) The following exceptions apply ;
 - i) The Committee shall consist of at least 4 members.
 - ii) To be quorate the meeting must have 3 members present.
 - iii) On the first meeting in an Election Year the Committee will review their Standing Orders and Terms of Reference. They will then report back to the next Full Council meeting on any changes they feel are necessary and ask for those changes to be ratified by Full Council.
 - iv) If at any time The Committee feel they need to make any changes to their Standing Orders and Terms of Reference. They will then report back to the next Full Council meeting on any changes they feel are necessary and ask for those changes to be ratified by Full Council.
- 4) The Committee will meet at least twice in a year.
- 5) The Committee shall elect its own Chairman and Vice-Chairman once a year on the meeting immediately after the May Annual Meeting of Full Council. In the event the meeting is unable to decide who to elect as Chairman then the matter will be referred to Full Council for them to make a decision.
- 6) The Committee can seek to co-opt any member of the public they think will be of benefit to the work of the Committee to sit as a member of The Committee. That person will not have voting rights on The Committee.
- 7) The Committee will formulate policies on behalf of the Council to enable the Clerk
 - a) To monitor everything concerning the physical environment of the area covered by MPC. This includes the recreation ground and all buildings and sports facilities/equipment thereon; the cemetery and grounds and all buildings thereon; the public toilets; the public car parks.
 - b) To monitor the implementation of agency agreements.
 - c) To make recommendations on staffing levels, training and equipment to enable staff to carry out their role effectively.
 - d) To monitor personnel issues including appraisals, and report to full council on staffing issues.
 - e) To monitor the condition of all buildings and equipment owned and operated by MPC and make to recommendations as to their regular maintenance and repair.
 - f) To monitor to maximize use and operation of the AWPS and make any recommendations it feels necessary to assist in the running of the facility.
 - g) To carry out a yearly review of all MPC assets that fall within the remit of Operations and make recommendations to Full Council on the costs anticipated in maintaining the assets. This review should be completed by

December each year so any anticipated spend can be included in budget deliberations by Full Council.

- h) To draw up a regular maintenance schedule for grounds, equipment and buildings covered by Operations and make periodic checks to ensure the schedule is adhered to.
- 8) Should any member of the Committee notice any damage to an asset of MPC that is either deliberate or accidental then they should immediately report the matter to the Clerk so repairs as per MPC Policy can be arranged.
- 9) The Clerk will keep a record of all outstanding matters on behalf of the committee. Each outstanding matter will have a record made of all calls made, letters or emails sent/received etc.
- 10) The outstanding matters list will form a standing agenda item for each meeting until the matter is closed.
- 11) In the event that decisions by this committee result in a recommended spend exceeding £1000 cumulatively, they will be referred to the finance committee prior to consideration at Full Council.