

WORKS COMMITTEE

Constitution

The Works Committee is a standing committee of the Council. It will operate in accordance with statutory requirements and the provisions of Standing Orders.

Role

The Works Committee deals with the development and maintenance of all Parish and Charity land and woodland. It will respond to requests from the Trustees of the Chalford Charities and Parish Council to implement policy decisions.

Membership

The Works Committee will comprise up to 9 members of the Council of whom one will be elected as Chairman and one as Vice Chairman by the committee at the first meeting in each civic year. A quorum will be 3 members.

Meetings

The Works Committee may decide their programme of meetings, and should normally meet every month. The programme of meetings will be decided at the first meeting in each civic year.

Duties

MAINTENANCE, REPAIR, REPLACEMENT AND INSPECTION

- Management of vehicles and ground owned by the Parish Council, delegating maintenance, repair/replacement of equipment and vehicles to external bodies.
- Management of Charity land as requested by the Trustees of Chalford Charities.
- Inspection, certification and licensing of any vehicle/equipment requiring such to meet the requirements of the relevant regulatory authorities.
- Supervision of Council employees and contractors engaged on the above tasks.

COMMUNICATION

- Liaison with external bodies at practical and strategic levels.

FINANCE

- The preparation of budget recommendations for the inclusion in the annual precept, for submission to the Finance and Management Committee.
- Recommendation to the Finance and Management Committee of items of Capital Expenditure.
- Monitoring of the Works Committee annual budget.

ENVIRONMENTAL CONSIDERATIONS

- To encourage green initiatives within the Parish.
- Encourage and support local initiatives beneficial to the Parish.

Delegation & Limitation of Authority

The Works Committee has all the powers of the Council necessary for the exercise of their defined duties and functions in relation to Works, with the following exceptions:

- The negotiation of employee's wages and terms of employment.
- The agreement and placing of external contracts for contractors which form part of their budget.

Key Councillors will be nominated to take particular responsibility for certain areas. Councillors will work closely with maintenance staff, contracted persons and District and County personnel.

All Councillors will only act on decisions made by the Works Committee and Parish Council.

Notwithstanding the powers given to the Works Committee those powers may at any time be exercised by the Council as it sees fit.

Reporting Procedure

The Committee will report to the Council at its next meeting following a meeting of the Committee. The minutes of the Committee meeting will form the basis of the report to the Council and shall be an accurate record of all decisions and recommendations of the Committee.