

# Marchwiel Community Council

## Facilities Committee – Terms of Reference

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### 1. Purpose

The Facilities Committee is established to consider matters relating to the management, maintenance, development and use of the Council's community assets and facilities, and to make recommendations to the full Council.

The Committee shall act in accordance with:

- Relevant legislation governing community councils in Wales
- The Council's Standing Orders
- The Council's Financial Regulations
- The Council's Code of Conduct
- Council policies and resolutions

The Committee is advisory only and has no delegated decision-making powers unless expressly authorised by the Council.

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### 2. Scope

The Committee's responsibilities shall include matters relating to:

- Marchwiel Burial Ground
  - Marchwiel Nature Reserve
  - Any other land, buildings, facilities or community assets assigned by the Council
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### 3. Objectives

The Committee shall:

- Monitor the condition, maintenance and management of Council facilities
- Consider opportunities for improvement, enhancement and development
- Review maintenance programmes and service requirements
- Consider health, safety, environmental and accessibility matters
- Support protection and enhancement of biodiversity and habitats
- Consider feedback from residents and stakeholders
- Develop proposals and recommendations for Council consideration
- Assist in planning future investment in Council assets

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## **4. Specific Responsibilities**

### **4.1 Marchwiel Burial Ground**

The Committee shall:

- Review maintenance and condition of the burial ground
- Consider fencing, pathways, signage, memorial safety and infrastructure
- Monitor burial capacity and future provision requirements
- Consider improvement proposals
- Review compliance with relevant burial legislation and Council policies
- Consider matters raised by residents and visitors

### **4.2 Marchwiel Nature Reserve**

The Committee shall:

- Review management and condition of the nature reserve
- Consider biodiversity, habitat management and environmental initiatives
- Monitor maintenance of paths, boundaries, signage and infrastructure
- Encourage community involvement, volunteering and education
- Promote sustainable land management practices

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## **5. Biodiversity and Environmental Responsibilities**

In carrying out its functions, the Committee shall have regard to the Council's duty under Section 6 of the Environment (Wales) Act 2016 to seek to maintain and enhance biodiversity and promote the resilience of ecosystems.

The Committee shall:

- Consider impacts of proposals on biodiversity and habitats
- Support protection and enhancement of wildlife and ecosystems
- Promote sustainable management practices
- Encourage community environmental engagement
- Make recommendations supporting biodiversity objectives

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## **6. Membership**

The Committee shall consist of councillors appointed annually by the Council.

The Committee shall comprise no fewer than three members.

Non-voting advisers may be invited as required.

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## **7. Chairing Arrangements**

The Committee shall elect a Chair and Vice-Chair annually.

In the absence of the Chair, the Vice-Chair shall preside.

If both are absent, members present shall elect a Chair for the meeting.

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## **8. Meetings**

The Committee shall meet as required, normally at least four times per year.

Meetings shall be conducted in accordance with Council Standing Orders.

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## **9. Quorum**

The quorum shall be three members or one-third of Committee membership, whichever is greater.

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## **10. Site Inspections**

The Committee may conduct site visits to Council assets.

No decisions shall be made during site inspections.

Findings shall be reported to the next Committee meeting.

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## **11. Financial Matters**

The Committee may:

- Review expenditure relating to facilities
- Monitor maintenance and project budgets
- Consider quotations and project proposals
- Make recommendations to Council
- The Committee shall not authorise expenditure or enter contracts.

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## 12. Reporting

The Committee shall report to full Council.

Minutes shall record:

- Matters considered
- Recommendations
- Actions requiring Council approval

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## 13. Standards and Conduct

Members shall:

- Comply with the Code of Conduct
- Declare interests as required
- Observe the Nolan Principles of Public Life

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## 14. Adoption and Review

These Terms of Reference were approved and adopted by Marchwiell Community Council at a meeting held on:

**Date:** 10 June 2026

**Minute Reference:** \_\_\_\_\_

These Terms shall remain in force until amended or revoked by Council resolution.

They shall be reviewed annually following the Council's Annual Meeting.

### Signed

Chair of Council: \_\_\_\_\_

Date: \_\_\_\_\_

Clerk to the Council: \_\_\_\_\_

Date: \_\_\_\_\_

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## Document Control

<b>Item</b>	<b>Details</b>
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