

PORTLAND TOWN COUNCIL

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Terms of Reference for the Portland Town Council Services and Facilities Committee

As approved at the meeting of Portland Town Council held on 21st May 2025

Name of Committee: Services and Facilities Committee

Purpose

To review, report on, and as appropriate make decisions on matters relating to the wide range of services and facilities managed by the Council. This may include recommendations for new services, new initiatives, or the creation or review of policies within this area of operation.

Background

Since the 2019 Local Government Re-organisation the Council has taken management of a much wider range of public services and amenities. These require regular oversight and review.

Scope

The Services and Facilities Committee shall have delegated authority to consider all matters relating to the provision of services, facilities and Community initiatives, including, but not restricted to the following:-

- Car Parks
- Allotments
- Public Conveniences
- Parks, Gardens, Open spaces, sports and recreational areas
- Cemetery, Burial and Memorial Services (including memorial benches)
- Play parks including equipment
- The Portland Community Venue
- The Portland Museum
- Footpaths
- Community food welfare such as free School Meals Initiatives, and the Foodbank
- Council-led Events and activities
- Community Partnership arrangements, including external events or meetings

Summary of Responsibilities

The Services and Facilities Committee shall have delegated authority to:-

- Consider all matters relating to the provision of public services and facilities within its area or operation, or where external facilities may directly or indirectly impact on the Island, and report as necessary to Council.
- Determine all matters within the scope of the Committee in accordance with the delegated authority to spend limit of the Committee detailed at regulation 4 – Financial Regulations.

- Liaise with, and work positively with appropriate authorities, groups, charities, churches and other organisations to create, support or maintain beneficial services and amenities for Portland's residents and visitors.
- On behalf of the Council, lead on projects relating to partnership working such as School meals initiatives.
- Report to, or make recommendations to full Council on relevant matters relating to the Committees scope of activities.
- To have due consideration of Climate and Ecological impacts including the Town Councils adopted Bio-Diversity Strategy associated with decisions made by the Committee.
- Consider and determine any other matters which may be delegated to it by Full Council from time to time.

Status

The Services and Facilities Committee is a fully constituted Committee. It has elected membership, with one vote per member.

All Councillors are welcome to attend any meetings of the Committee and may speak at the invitation of the Chair but shall not vote.

Membership

The Committee will comprise 8 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.

Should any Committee Member resign, the Chair will consult with the other members and, if it is deemed necessary, seek another Councillor to fill the vacancy, which shall be decided by election at the subsequent Council meeting.

Representatives from external groups concerned with the provision of public services may be invited to join meetings, but may speak only as members of the public unless invited to make a presentation as part of the formal agenda. A maximum of 3 minutes speaking per person will be allowed, with public speaking time not exceeding 30 minutes in total.

Operation of the Committee

- The Committee has power to operate only as set out in these Terms of Reference.
- Matters considered by the Committee, where delegated authority does not exist shall be referred, by way of recommendation, to the subsequent Full Council meeting. They shall be enacted only once approved by a formal Council resolution.
- Meetings of the Committee will be held monthly (except August), as and when designated by the Chair and subject to availability.
- The Chair of the Committee, and Vice Chair where appropriate, will be elected at its first meeting following the Annual Meeting of the Council.
- If the Chair is not able to attend a meeting, the Vice , where applicable, shall manage the meeting's proceedings. If the Vice is not present, another Member will be approved, by majority vote, to conduct proceedings for the duration of the meeting in question.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting.
- In the case of a tied vote, the Chairman will cast the deciding vote.
- The Clerk, Deputy Clerk, or other appropriate staff member will prepare and circulate to Councillors an agenda by email for each meeting, at least 3 clear days prior to meeting, and will publish the agenda on the Council website and noticeboard.

- Minutes of each meeting will be produced by the Clerk, Deputy Clerk or any other nominated Officer. They will be circulated in draft to the chair of the Committee promptly after each meeting and will be published to the Council's website.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors and the public as soon as practicable.
- Any amendments to these Terms of Reference may only be by formal resolution at a full Council meeting.
- The Chair of the Committee will briefly report to the Full Council, as to the progress of any material matters under its consideration.
- Members of the public will be granted the opportunity to address the Committee through standing agenda item for public speaking. This shall be line with the Council's Standing Orders.

Working Groups

As a means of enabling effective working practices, the Services and Facilities Committee may elect to periodically set up specific Working Groups with a defined brief relating to the remit of the Committee. Any such groups will act as informally and meet at a frequency of members' choice between formal Committee meetings, to review ideas and initiatives, formulate plans and create reports for consideration by the Committee.

Working Groups will have advisory status only and will rely on the decisions of the Committee, or full Council where appropriate, to inform actions to be taken. Discussions and recommendations from all Working Groups will be summarised for the attention of the Committee as and when it meets.

General

- The Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core responsibilities to a maximum of **£25,000** (per item) to be taken from the relevant approved Council budget. No other expenditure may be permitted without express approval from the Council.
- In the event that more than £25,000 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.