



**TERMS OF REFERENCE
for
RHAYADER TOWN COUNCIL
PUBLIC TOILETS SUB-COMMITTEE**

1.0 Purpose

The purpose of the Public Toilets Sub-Committee is to manage the public toilet facilities at Dark Lane car park, the Groe Cwmdauddwr and Rhayader Cemetery on behalf of Rhayader Town Council.

The Public Toilets Sub-Committee's responsibilities are summarised as follows:

- 1.1** To oversee the Cleaning Contractor's performance against the Cleaning Contract.
- 1.2** To ensure adequate measures are in place to monitor the Cleaning Contractor's performance against the Cleaning Contract.
- 1.3** To assess over time the adequacy of the Cleaning Contract to ensure that the Facilities are maintained to a satisfactory level of hygiene and presentation to the general public.
- 1.4** To periodically assess the general condition of the equipment at user interface, the fabric of the buildings, the services connected to the buildings and the procedures in place to ensure that the safety of the public is not jeopardised.
- 1.5** To periodically review cost of running the Facilities and advise the Town Council of the adequacy of funding allocated.
- 1.6** To assess repair and refurbishment requirements on the Facilities to ensure that they remain fit for purpose, provide an acceptable level of service and presentation to the public and pre-empt deterioration.
- 1.7** To carry out such repair and refurbishment as detailed in 1.6 above which the Working Group considers urgent or desirable, using funding already made available for the Toilet Facilities via the Precept or from other sources without seeking approval of the full Council.
- 1.8** Periodically review the Facilities for insurance and make recommendations to the Full Council.
- 1.9** Maintenance, repair and refurbishment requirements which cannot be financed from the funding already allocated must be approved by the full Council.
- 1.10** Advise the Town Council of any matter which could prevent the Working Group from carrying out its function or have an adverse effect on the Town Council.

1.11 The Sub-Committee shall not be held legally responsible for any actions brought against the Town Council or others in respect of the provision of toilet facilities in Rhayader and Cwmdauddwr.

2.0 Membership and appointment

Membership of the Sub-Committee shall comprise no more than six (6) Councillors, appointed annually at the Town Council AGM. Members shall be eligible for re-election. Secretarial support shall be provided by the Clerk to the Council.

The Sub-Committee may co-opt non-voting persons on to the Committee with relevant skills and experience consistent with these Terms of Reference.

3.0 Chairing

The Chairman of the Sub-Committee shall be elected at the first meeting of the Sub-Committee following the AGM. The Sub-Committee will not normally appoint a Vice-Chair but if the Sub-Committee Chair is not present at a meeting, the members will elect a Chair for the meeting from amongst their number.

4.0 Quorum

4.1 The Sub-Committees shall be quorate when a minimum of three (3) members are present.

4.2 If less than three (3) members are present, the business may still take place but any decision will require ratification by the full Council.

5.0 Voting

Unless an interest is declared all members shall have one vote.

In the event of a tie the Chair of the meeting shall have a casting vote.

Motions shall be deemed as carried when a simple majority results.

6.0 Frequency of Meetings

In view of its Management function the Sub-committee shall meet as often as is required to carry out that function efficiently but preferably not less than four times per year.

7.0 Record of meetings

The Sub-Committee shall keep regular minutes of its meetings.

8.0 Reporting mechanism

The Working Group minutes shall be presented to the next full Town Council meeting for their information / ratification.

Updated June 2019

Julie Davies

Clerk to Rhayader Town Council