

# Operations Committee

## TERMS OF REFERENCE

**Overall object:** To ensure that all services provided by WCC are delivered efficiently and effectively, to a professional standard to the best interests of the community.

1. Review the Terms of Reference and Delegated Powers of the Operations Committee at the first meeting of the Committee after the Annual Meeting of Council and make appropriate recommendations to Council.
2. Conduct Operations Committee meetings at least six times per year.
3. Define policies and management procedures for the Council's allotment sites among which the following: prepare and review the annual maintenance brief; review tenancy contracts and set annual rental levels; review and manage site maintenance contracts.
4. Regularly review the location and availability of dog bins in the area and manage the contract for the supply and maintenance of these bins.
5. Manage the maintenance of noticeboards and recommend additional notice boards if appropriate.
6. Sponsor and support regular activities for the Young Citizens in the community including the sponsorship and support of the Youth Service.
7. Sponsor and support recurring activities and events for the Senior Citizens in the community.
8. Apply for funding from external bodies for the provision of equipment and facilities within the remit of the Operations Committee.
9. Monitor the use and maintenance of existing recreational facilities present within the community area and liaise with external bodies concerning their repair and upkeep as necessary.
10. Monitor the condition of highways, maintenance of green spaces, signage, litter bins, grit bins and other street furniture.
11. Be responsible for all matters concerning the Council's use of information technology including the proper maintenance of the Council's Website, media resources and other advertising channels and expenditures.
12. Be responsible for the compilation and publication of the Walton Community Council Newsletter.
13. Actively manage all assets, facilities and systems owned by the Council with the objective of providing the best possible service to users. Deploy, operate, maintain and upgrade assets cost-effectively.
14. Develop and recommend to Council, policies for ratification concerning the areas for which the Operations Committee is responsible.
15. Prepare a budget at the correct level to cover the fulfilment of responsibilities and planned activities managed by the Operations Committee.

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## DELEGATED POWERS

1. To approve expenditure against approved budgeted items under the responsibility of the Operations Committee up to an authorisation limit of £5,000.
2. To negotiate and authorise services contracts on behalf of the Council within the areas of responsibility designated in the Terms of Reference for the Operations Committee up to an authorisation limit of £5,000 per annum per contract.