

**Hire of Council owned facilities Working Group**

**Terms of Reference**

**Membership:** Cllrs: A. Cartwright, T. Manton and I. Nellins

The overall aim of the working group is to review the policy and conditions for the hire of Council owned facilities and report their findings along with a recommendation to the Finance and General Purposes Committee or Full Council.

**Background**

The Council owns and manages several facilities that are available for public and community hire.

It is essential that the terms if hire, associated fees and general conditions of use are kept up to date to reflect best practice.

**Scope for Woking Group**

* Review existing hire agreements, pricing and conditions of use
* Evaluate how council facilities are currently used, by whom, and how frequently.
* Identify any issues raised by staff or councillors.
* Consider accessibility, health and safety safeguarding, and compliance requirements.
* Recommend charges or updates to fees and policies.

**Operation of the Working Group:**

* Terms of reference to be approved by Council.
* To appoint a Chairman.
* To report progress to the Finance and General Purposes Committee/Council Meetings on a regular basis.
* Members to be removed from the group if they fail to attend more than 2 consecutive meetings.
* Decisions will be by consensus demonstrated by a simple majority vote of those members of the Working Group present at any meeting.
* The Clerk to circulate agendas at least 3 clear days before the meeting.
* All recommendations to be approved by the Finance and General Purposes Committee or Council prior to implementation.
* The Working Group shall disband once the final report has been submitted, considered and approved.