



FALMOUTH TOWN COUNCIL

COMMITTEE TERMS OF REFERENCE – 2024/25

Committees may exercise delegated functions on behalf of the Town Council under the following terms of reference, subject to:

- The Town Council's approved Budget and Financial Regulations
- Any previously minuted decision of the Town Council
- Any matters reserved to the Town Council by statute

Committee membership will be appointed by the Council. Normally the appointment of the

GROUNDS, FACILITIES AND ENVIRONMENTAL ACTION COMMITTEE

To oversee the management, maintenance and improvements of the grounds and facilities on behalf of the Council and ensure that environmental sustainability is integral to the Council's operations and decision making,

Membership:	8
Quorum:	3
Meeting Frequency:	bi-monthly
Attending Officers:	Grounds Manager, Facilities Manager and Strategic Environmental Projects Officer

Terms of Reference:

1. To keep under review the provision of parks and gardens, allotments and sports and recreational facilities for the residents of Falmouth including:
 - Kimberley Park
 - The Bowling Green Play Area
 - Dracaena Recreational Site including Falmouth Skate Park
 - Trescobeas Recreational Area including Cycle Track
 - Wodehouse Terrace Allotments
 - Swanvale Allotments (via Allotments Association)
 - Falmouth Cemetery Sites
 - Gyllyngdune Gardens
 - Pendennis Headland
 - Highway Roundabouts
 - The Council's tree stock
 - Webber Street Border
 - Council owned or managed planted borders and verges
 - Highway Weed Control
2. To keep under review and ensure safety compliance of all Council property and Council managed property for the resident of Falmouth including:
 - Municipal buildings, The Moor (including former Webber Street toilets)
 - Princess Pavilion
 - Old Post Office, The Moor (Council Offices)
 - Cemetery Lodge, Chapels and Mortuary at Falmouth Cemetery
 - Kimberley Park Lodge and sheds
 - Public Toilets at Kimberley Park, Prince of Wales Pier, Grove Place, Castle Beach, Gyllyngvase Beach, Swanpool Beach and Maenporth Beach
 - The Moor Piazza
 - Church Street Car Park
3. To oversee and manage grounds maintenance workforce and contractors, including cleansing and operational staff.
4. To oversee and manage the inspection and safety regime for all sites and facilities, and ensure safe working practices for the officers involved in the maintenance and cleansing of these sites and facilities.
5. To manage the use of the Council's playing fields and parks by sports clubs which shall include the grant of licences.
6. To oversee the operation of the seaweed removal protocol from the Town's beaches with Cornwall Council
7. To lead and approve tenders for all aspects of maintenance and ground works in accordance with the town Council's financial regulations.

8. To undertake environmental enhancements and street cleansing, including small improvements.
9. To prepare funding bids, work with funding bodies and project manage site redevelopment works.
10. To ensure the Council's vehicles and machinery are all well maintained and used safely.
11. To set an annual schedule of fees and charges for the use and hire of pitches and facilities.
12. Consideration, recommendation and implementation of internal organisational improvements for environmental sustainability.
13. Creation and overview of emergency and environmental plans.
14. Consideration, recommendation and implementation of external measures in regard to community partners and local environmental initiatives.
15. Ensuring reducing consumption, improving biodiversity, improving behaviour and circularity are priority actions in Council service delivery.
16. Ensuring leadership, being a local force for good and mitigating for the climate emergency are reflected in Council decision making.