**Watlington Parish Council**

**Operations Committee Terms of Reference**

**Membership**

The Operations Committee will comprise of a minimum of six elected members of Council. Members will be elected at each Annual Meeting of Council. A Chair and Vice-Chair of the committee shall be elected annually from among its members.

The committee may co-opt members as it sees appropriate. As per the Standing Orders, these co-opted members shall not have voting rights.

**Quorum**

A quorum for this committee shall bethreemembers.

**Reporting**

The Committee will consider all matters referred to by the Council and those required by the Financial Regulations and Standing Orders and will make recommendations to Council for approval.

**Meetings**

Meetings shall be conducted in accordance with the Standing Orders. The Committee shall meet at Monthly apart from August and December. Additional meetings may be scheduled as required.

**Remit**

To deal with operational matters concerned with the use, monitoring, replacement, maintenance and enhancement of Watlington assets, including those of the Sports Pavilion and Allotments as well as those for which the council has taken responsibility. This includes spending decisions within the agreed budget for the relevant items. It will also manage day to day actions on environmental matters where these fall within the remit of WPC. The Committee will advise on the programme of work for the caretaker.

The Chair of the committee will report and make recommendations to Full Council meetings on actions taken by the committee.

*Approved at Full Council at the meeting on 13th November 2018*