



TERMS OF REFERENCE RHAYADER TOWN COUNCIL PUBLIC TOILETS COMMITTEE

1.0 Purpose

The purpose of the Public Toilets 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.

2.0 The Public Toilets Committees responsibilities are summarised as follows:

2.1 To monitor the performance of the Cleaner in conjunction with the Clerk to ensure that the facilities are maintained to a satisfactory level of hygiene and presentation to the public.

2.2 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, Council Employees or other users is not jeopardised.

2.3 To complete a Toilet Risk Assessment, identify hazards and take appropriate steps to mitigate against risks

2.4 To periodically review cost of running the Facilities and advise Rhayader Town Council of the adequacy of funding allocated.

2.5 To assess repair and refurbishment requirements annually 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.

2.6 To carry out such repair and refurbishment as detailed in **2.5** above which the Committee considers urgent or desirable, using funding already made available for the toilet facilities via the Precept or from other sources without seeking approval of Rhayader Town Council.

2.7 Annually review the facilities for insurance and make recommendations to Rhayader Town Council.

2.8 Maintenance, repair and refurbishment requirements which cannot be financed from the funding already allocated must be approved by Rhayader Town Council

2.9 Advise Rhayader Town Council of any matter which could prevent the Committee from carrying out its function or have an adverse effect on Rhayader Town Council.

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

3.0 Membership and appointment

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

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

4.0 Chairing

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

5.0 Quorum

5.1 The Committee shall be quorate when a minimum of three (3) members are present.

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

6.0 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.

7.0 Frequency of Meetings

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

8.0 Record of meetings

The Committee shall keep regular minutes of its meetings.

9.0 Reporting mechanism

The Committee minutes shall be presented to the next Rhayader Town Council meeting for their information / ratification.