

# TERMS OF REFERENCE

## PROPERTY COMMITTEE

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**Type of Committee:** Standing Committee

**Purpose of the Committee:** The Property Committee will have delegated powers on management of Council properties and assets in line with relevant legislation and the Council's Policies and Standing Orders.

**Membership Terms: Membership:** Five Councillors

**Quorum:** Three Councillors

**Ex-officio:** The Chairman and Vice-Chairman of the Council hold ex-officio memberships but do not have a vote and are not included within the membership figure.

**Chairman:** To be elected at the first meeting

**Vice-Chairman:** To be elected at the first meeting, if required

**Training:** is available to members and is encouraged to keep pace with best practice

**Meeting Arrangements and Frequency:** Eight ordinary meetings of the Property Committee are scheduled annually. Additional meetings may be called by the Chairman of the Committee in consultation with the Clerk as and when deemed necessary, subject to 5 working days' notice.

**Terms of Reference:** Full Council will review these Terms of Reference each year at the Annual Council Meeting and when necessary, make any changes.

**Voting:** Only appointed Committee members may vote and participate at a meeting. In the case of an equal vote the Chairman of that meeting shall have a second or casting vote.

**Admission of the Public, Press and Non-Member Councillors:** The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders. There will be a public participation session prior to ordinary meetings during which non-member Councillors/ members of the public/press may speak. During the meeting non-member Councillors/ members of the public/press may not speak unless invited to do so by the Chairman of the Committee. If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960, where the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item. Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

**Minutes of Meetings:** The minutes of the meetings will be approved at the next meeting of the Committee. If the Committee does not meet before the next Full Council meeting; the draft minutes will be presented at the Full Council meeting to note and to resolve approval or otherwise of any recommendations of the Committee.

The Chairman of the Committee will provide a verbal update to Full Council on any issues of relevance.

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**Delegated Responsibilities** (subject to the Facilities Manager's authority to incur expenditure):

- Maintenance & policy setting regarding all the Council's assets (including properties' contents and equipment) and properties including the Office Building, Old School, Mulsanne Pavilion, The Beck, Recreation Areas, Green Spaces, Public Seating, Litter and Dog Waste Bins and War Memorials.  
***Excluding disposal or sale of Council assets and/or properties which must be referred to Full Council***
- Management of Christmas illuminations.
- Manage the early stages of Council contracts regarding property e.g., specifications and seeking of quotes, and to make a recommendation to Full Council regarding quotes received.
- To make recommendations to Full Council regarding any legal issues in relation to Council owned property.
- Submission of grant applications relating to council facilities or assets.

**Recommendations to Full Council:** The Committee shall annually, no later than 1st November, prepare and present to the Finance Committee for consideration:

- Projected budget requirements related to Council Properties including forward planning and the provision of earmarked reserves for the replacement of equipment and property.
- Recommended fees for all council services and facilities including The Old School, Mulsanne Pavilion/Sports Field, Allotments, and Burial grounds.

**Authority to incur expenditure:** The committee has authority to authorise expenditure of up to £5000 provided the expenditure falls within the remit of the committee and the Council's approved budget.

Relevant staff may also authorise expenditure (In conjunction with the Chairman of the committee in some circumstances) as set out in the Council's Financial Regulations where budget is available, any matters for which no budget is available must be referred to Full Council.

**Working Groups:** The Committee may as it feels fit appoint Working Groups made up of no less than one member of the Committee (The Lead Councillor), and one other Councillor to undertake work relating to any of its duties or responsibilities and report back to the Committee, the Committee will determine the terms of reference for the Working Groups. Working Groups have no direct authority for expenditure and rely on the delegated authority of the Facilities Manager as set out in the Council's Financial Regulations where budget is available, any matters for which no budget is available must be referred to Full Council.

**Meeting Agendas:** Agendas will be compiled by the Facilities Manager in conjunction with the Chairman of the Committee and the Clerk to the Council. Any items for inclusion on the agenda must be provided to the Facilities Manager 7 days prior to the relevant Property Committee meeting, and in line with the Council's standing orders the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

**Staffing Arrangements:** The Properties Committee will be supported by the Facilities Manager with the support of the Assistant Clerk.

In accordance with the Local Government Act 1972 (s101) any arrangements made by Full Council for the discharge of functions does not prevent Full Council from exercising those functions when required.

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