



Property Committee Terms of Reference

Voting Members

Nine Members of the Town Council as per Full Council vote 20 May 2025.

Quorum

Three voting members

Clerk

Usually Deputy Clerk

Meetings - monthly

Aim

To provide effective, efficient and professional management of all Council properties for the safety of all users and the benefit of the Town Council.

Roles and responsibilities

The Committee will:

- Ensure all properties owned by the Council are maintained to a high standard and comply with legislation for the safety of its employees and members of the public.
- Have a general overview of health and safety practices
- Make proposals to Full Council about how land and property could be best utilised
- Make budget suggestions to Full Council

Committee has responsibility for expenditure relating to the following assets, as per budget approved by Full Council on 14 January 2025 in accordance with Financial Regulations section 4:

- Allotments
- Town Council Office Maintenance
- Town Hall Maintenance
- Jubilee Community Centre Maintenance
- Jubilee Sports Centre Maintenance
- JCC carpark and grounds
- Jubilee Community Site Development in accordance with the decisions made at Full Council.
- Town Square Maintenance
- Management and maintenance of the car parks
- Town Maintenance – eg seats, signs, noticeboards, defibrillators, footpaths, street lighting
- SAM2
- Vehicles – Fuel, Insurance, Service, MOT, repairs

Delegated Authority

The Property Committee have delegated authority to agree:

- Maintenance and general improvements and general upkeep of all Council properties and land within the agreed budget lines
- The Chair or Vice Chair of the Property Committee and the Town Clerk / Deputy Clerk together have delegated power to take any action they consider appropriate in a situation where public and staff safety is at immediate risk
- To submit proposals in respect of funding for maintenance, improvements and general upkeep to Full Council not later than the end of October each year for consideration at budget setting
- To ensure that all activities carried out within the Council's property or on the Council's land have due regard to Health and Safety, equalities and compliance with legislation
- To investigate the purchase of new property and land, changes of use for existing properties and make recommendations to Full Council
- Review fortnightly staff inspections on Council property and land
- Review Risk assessments and recommendations and take action following Gas Safety Inspections, EICR, Legionella, Fire Risk Inspection, Health and Safety inspections etc, or make recommendations to Full Council if outside budget.
- Agree work within authorised spending limits in consideration of quotes received by quote deadlines.
- Agree the issue of Purchase Orders – works to be completed or a plan agreed with Town Clerk with one month of issue.

End