



Property Committee Terms of Reference

Voting Members

Seven Members of the Town Council as per Full Council vote 7 May 2024

Quorum

Three

Clerk

Town Clerk / Deputy Clerk

Aim

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

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
- Consider tenders and manage the relationship the Council has with contractors, including ensuring that legislation and best practices are followed
- Make proposals to Full Council about how land and property could be best utilised
- Make budget suggestions to Full Council

Budgetary Control

Committee to have budgetary control for the following expenditure:

- General Council Insurance
- Allotments
- Town Council Office Maintenance & day to day operations
- Town Hall Maintenance & day to day operations
- 6 Market Place (Old Clerk's Office) Maintenance & day to day operations
- Jubilee Community Centre Maintenance & day to day operations
- Jubilee Sports Centre Maintenance & day to day operations
- Jubilee Community Site Development
- Town Square Maintenance & day to day operations
- Business Rates
- Car Park Repairs
- Town Maintenance – seats, signs, noticeboards, defibrillators, footpaths, street lighting

- SAM2
- Vehicles – Fuel, Insurance, Service, MOT, repairs

Delegated Powers

The Property Committee have delegated powers for:

- Maintenance improvements 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 November each year
- 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 establishment of new lease agreements. A recommendation to be submitted to Governance & Finance Committee to ratify any proposed action in respect of these matters
- To consider the hire costs, services and fees for the Council with reference to the Council's budget
- To consider issues relating to tenders and recommend actions to Full Council

Procedural Business

The Property Committee is responsible for:

- Carrying out a minimum of fortnightly inspections on all property and land
- Providing priorities for a Council Action Plan each year in February
- Make budgetary recommendations by the end of November
- Review Risk assessment
- Review seating policy