

Terms of reference for Property and Maintenance Committee of Addingham Parish Council (*Adopted June 2021*)

The Committee must at all times consider its duty to Best Value, Equal Opportunities, Health & Safety and Human Rights

1. This Committee has delegated responsibility for the overall management of property and maintenance of Council-owned land (including allotment land), buildings and assets (including grit bins and Christmas lights) for which it has delegated powers to act on behalf of Full Council.
2. The Committee's overall responsibilities are to keep under review all Council-owned assets, and, having regard to health and safety issues and to any relevant environmental concerns, specifically:
 - to arrange for an annual inspection of assets to be carried out and to produce a report to Council with recommendations for maintenance work to be planned during the next financial year;
 - to respond to reports of faults, issues and problems arising in relation to any Council-owned land and buildings, and to arrange for repairs to be carried out in-house or recommendations made to Council for contractors to be appointed as necessary;
 - to receive regular reports from the Lengthsman as regards any maintenance issues, including any issues concerning the public toilets leased by the Council, and to work with him in resolving them, wherever possible;
 - to receive an annual report from the Allotment Manager, following the annual audit of allotments, and make recommendations to Council as necessary; and
 - to review the Council's asset register on an annual basis and, in liaison with the Finance Committee, give relevant assurances to Council for the signing of the Annual Return.
3. The Committee shall keep under review the Council's Risk Assessment Policy and make recommendations to the Finance Committee for any amendments or improvements required from time to time, or for any adjustments required in the Council's insurances.
4. The Committee will oversee the implementation of any community emergency planning and resilience practices which may be agreed by the Council from time to time.
5. The Committee will have a £2000 delegated spending budget pa for maintenance of Council-owned properties and land, including the allotment sites. An annual spending plan will be set at the first committee meeting following appointment. All requests for expenditure exceeding the total shall be made to Council for approval.
6. The Committee shall meet quarterly or as necessary and may appoint sub-committees or establish working groups in the furtherance of any of its responsibilities.
7. The Committee is organised to the same rules as other Council meetings regarding notices, conduct of business – see Parish Council's Standing orders for further details.

Quorum

- 3 Councillors

Appointment of Committee

- Elected annually at the Annual meeting of the Parish Council
- A Chair and Vice-Chair of the committee will be elected annually at the first meeting following annual appointment

These Terms of Reference adopted by the Council on 23 June 2021
For annual review at Annual Council Meeting