

# HOLLINSWOOD & RANDLAY PARISH COUNCIL

## Asset & Property Committee

### Terms of Reference

#### **Elections and Set up of Committee:**

The Full Council, at its Annual General Meeting, shall elect Members to this Committee. Members will remain in post until the next Annual General Meeting unless they cease to be a Member of the Parish Council during the year.

Membership will consist of 7 Members with a Quorum of 3. If a vacancy exists, the Council will include this on the next appropriate agenda.

The first meeting of the Committee shall elect a Chairman and Vice Chairman. The Committee can determine if sub-committees are required.

The first meeting will confirm its Terms of Reference.

The Committee shall act under the Standing Orders and Financial Regulations of the Council at all times.

#### **Strategic Aim:**

To effectively monitor and control the safe and environmentally friendly use of the Community Buildings and all assets managed by the Parish Council.

To effectively manage Randlay Valley Car Park, for use by visitors to Randlay Valley, Telford Town Park, Telford International Centre and third party users. Also, to manage the Pavilion Field and Muddy.

To oversee the management of the allotments.

To oversee the management and the use of a Parish Vehicle.

#### **Activities:**

To support the Clerk and staff in their roles regarding the assets and properties managed by the Parish Council, including the bus shelters, street furniture, allotments and Randlay Valley Car Park.

To effectively monitor the health and safety of all users of the community facilities.

To consider all aspects of community building provision and use.

Ensure all legal requirements are in place, with policies to ensure the safe use of each centre and parish equipment.

#### **Roles and Responsibilities:**

- To support the Clerk and to monitor expenditure within the budget allocations
- To recommend to Full Council, additional areas of expenditure
- To monitor the Asset & Property budgets and set hiring rates
- To review & manage the contract renewals for security, cleaning, water chlorination, electrical maintenance and others that may be required
- Ensure safe procedures and monitor emergency and statutory tests
- Support the Clerk in the management of staff
- Monitor the provision and use of a Parish Vehicle

#### **Meetings**

A minimum of four meetings per year.

Additional Meetings may be called by the Chairman, in consultation with the Clerk, as and when required.

#### **Review**

Any three members of this committee may call a meeting via the Clerk and include on the Agenda a proposal for any item, within the Terms of Reference, to be discussed.

Signed ..... Date.....