

TERMS OF REFERENCE FOR BUILDINGS AND AMENITIES COMMITTEE

PURPOSE OF THE COMMITTEE

To consider all matters relating to all land, buildings and other assets owned, leased or managed by the Council within the Parish and any additional assets contained within or on them. To ensure that all assets are maintained to a good standard. To consider any other matters deferred by full council to this committee.

N.B.

- a) At the time of the formation of this Committee (May 2023) the Lydd Allotments are managed in partnership by Lydd Town Council and the Lydd Allotment Association Management team. All major matters are considered by full Council at the January Council meeting and at other times under delegated authority by the Town Clerk.
- b) Grass cutting and other landscape services fall within the scope of this Committee

MEMBERSHIP

- 1. Councillors will be elected, or re-elected, at the Annual Meeting of the Town Council.
- 2. The Town Mayor to be a member of the Committee.
- 3. The Committee to have a maximum of 7 Members.
- 4. The quorum of the Panel shall be a minimum of 3 Councillors.

PARAMETERS

- 5. The Committee shall meet 3 times per year with the ability to meet additionally as and when required or for the Chairman to cancel the meeting if there is no business to consider.
- 6. The Committee shall elect a Chairman at the commencement of its first meeting after the Annual Statutory Meeting of Full Council.
- 7. The Chairman of the Committee shall have a second or casting vote in the case of an equality of original views.
- 8. The Chairman of the Committee may advise the Committee that where appropriate items of major expenditure will be reported to and ratified by full Council.

DETAILED REMIT AND RESPONSIBILITIES

9. The Committee to be responsible for compiling a budget in relation to funds required for the future repair, maintenance, replacement or upgrading of the assets for which it is responsible.
10. The Chairman of the Committee to present and obtain approval for its annual budget to full council in good time so that the Town Clerk may include these figures in the precept and budget setting for the Town Council.
11. The Committee will have delegated powers to spend the amounts under individual budget headings relating to the matters covered by this Committee. Any expenditure more than 5% above the budget head will be referred as a recommendation to full Council.
12. The Committee will inspect all areas within its remit at least on an annual basis either as a group or by delegation of Chairman and/or Councillor/s with the Town Clerk in attendance.
13. The Committee will consider rents and fees for persons or groups using the facilities (Guild Hall, Pavilions, Rype etc. but excluding the Allotments) and make recommendations to Council as part of the budget setting process.
14. The Committee will consider tenders or quotes in detail and appoint an expert in the field as appropriate to assist with this process
15. The Committee will monitor work undertaken by Contractors
16. To ensure that an expert independent annual inspection is carried out of all play equipment and make recommendations to full Council for removal, renewal or replacement of play equipment, particularly where there are health and safety implications.
17. To consider the purchase of appropriate equipment as required for use by the caretaker (NB this may be on referral from the Personnel Committee)
18. To ensure that appropriate action is taken on any health and safety measures in conjunction with the Town Clerk and under delegated authority where appropriate. Where this is in respect of an emergency delegated authority for expenditure will lie with the Town Clerk in consultation with the Chairman of the Committee and the Town Mayor or in their absence the Deputy Mayor.
19. The Town Clerk will have delegated authority to approve minor expenditure relating to the scope of this committee up to £1,000