



**ST CUTHBERT (OUT) PARISH COUNCIL**  
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## **ASSET MANAGEMENT STANDING COMMITTEE** **TERMS OF REFERENCE**

*Adopted by SCOPC: 15/05/19*  
*Last Review Date: 27/02/19*  
*Next Review Date: February 2020*

### **OBJECTIVE / PURPOSE**

#### **GENERAL**

Working with the Clerk of the Council and in line with the Council's Financial Regulations and Standing Orders:

- Monitors the following amenities and real estate belonging to or held in trust by the Parish Council:- Dulcote Recreation Ground, Dinder Dragon's Den Playing Field (Recreation Ground), Coxley Playing Field (Recreation Ground) and Easton Jubilee Playing Field (Recreation Ground), Wookey Hole Allotments and Triangle, Easton Village Green, Easton Triangle, Easton water pumps; also bus shelters, dog bins, grit bins, litter bins, notice boards and phone boxes as listed on the Council's Asset Register.
- Approves allotment tenancy agreements and is responsible for discussing the annual budget and setting of rents for approval by the Finance and Scrutiny Committee.
- Prepares a budget annually for inspection, maintenance, repairs and improvements of all its amenities and real estate for the approval of the Finance and Scrutiny Committee.
- Monitors, maintains and repairs the play equipment on the above spaces.
- Monitors maintenance of trees, grass cutting, rivers, etc on the above spaces and informs the Clerk of work to be carried out.
- Approves all expenditure within the budget approved by the Council for this committee for the inspection, maintenance, repair and improvement of all its amenities and real estate.
- Reviews estimates/quotes/tenders for the above and approves a suitable contractor.
- Ensures annual safety inspections are carried out to meet legal requirements for the above spaces.
- Monitors risks, identifies new risks, updates the Risk Register and carries out any actions as appropriate.
- Sets up Village Participation Working Parties:
  - Where appropriate and there is a local demand, sets up Village Participation Working Parties, comprising four members elected annually by local residents together with relevant ward members. The working parties will take responsibility for raising funds, social activities, organising village events, fetes, etc., providing interaction with local community groups, schools, churches, sporting groups etc., recommending improvements to the facilities / additions to the amenities, and generally overseeing the proper use of the land for the benefits of the public. These working parties will report to the Asset Management Committee.

- Deals with any other Asset Management related matter that the Full Council considers appropriate to be referred to the Asset Management Committee.

## ALLOTMENTS

- Oversees an Allotment Working Party, comprising members elected annually by plot holders together with council members. Personal details of other plot holders are not to be disclosed to non-council members.
- Liaises with the Parish Clerk with regards to letting plots and ensuring the necessary paperwork is sent out to new tenants.
- Liaises with the Parish Clerk with regards to terminating existing allotment agreements and ensuring the necessary paperwork is sent out.
- Is regularly updated on current waiting lists.
- Inspects allotment plots on a regular basis and advises of necessary works to be carried out.
- Oversees land adjacent to allotments with a view to encouraging public enjoyment.
- Deals with any complaints/comments about allotments and liaises with the Clerk as to appropriate action.

## MEMBERS

- Five members of the Council are appointed by election at the annual general meeting of the Council in May each year.
- The Chairman of the Committee is by election of the Council from among the elected members.
- No representatives or members from outside organisations shall be on the Committee.
- The Chairman and Vice-Chairman of the Council are ex-officio members of the Committee.
- The quorum of the Committee is three members.

## ACCOUNTABILITY

- The Committee is accountable to the Council.
- The Committee reports on its activities to the Council as and when required.

## MEETINGS

- Meetings are held in public session subject to the mandatory public exclusion rules
- The Committee meets quarterly as determined by the Council.
- Additional meetings are called by the Chairman of the Committee in consultation with the Clerk and /or Chairman of Council.
- Meeting agendas are prepared by the Clerk in collaboration with the Committee Chairman.
- Meeting dates and agendas are published on Notice Boards and the Council website three clear working days in advance.
- Any member may attend the meetings and contribute to the debate but has no vote unless they have been co-opted to the meeting and may, at the discretion of the Chairman of the Committee, be excluded at any time from the meeting if it would be inappropriate for them to remain.
- Non-members may be invited to address the Committee on a particular issue.

## CONFIDENTIALITY

- The Clerk, Chairman and Vice-Chairman are included or copied on all email exchanges.
- All third-party information remains confidential.
- Meetings are minuted in accordance with current Data Protection regulations.

## REVIEW

The Committee reviews its Terms of Reference and scope of work annually and reports on any recommendations to the Finance and Scrutiny Committee before Full Council approval.