



Bromyard & Winslow Town Council

Properties Committee Terms of Reference

The Properties Committee is appointed by and solely responsible to Bromyard & Winslow Town Council.

The Committee's constitution, duties and responsibilities as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's terms.

CONSTITUTION

Membership:	7 Members of the Council
Chairman:	To be elected by the Committee at the Annual Meeting of The Council
Vice-Chairman:	To be elected by the committee annually at the annual meeting of Council
Quorum:	A minimum of 3 Councillors
Meeting frequency:	Bi-monthly

The Properties Committee aims to provide efficient management of the following Council property/contracts:-

1. The Old Vicarage complex
2. The Heritage Centre
3. Town Green
4. Rowberry Street and Tenbury Road Car parks
5. Public Toilets
6. The Riverside Walk
7. CCTV
8. Street lighting
9. Street Furniture including bus shelters
10. Grounds Maintenance contract

The Committee to have delegated powers for the maintenance, improvements and general upkeep of all council properties and land within agreed budgets lines and in accordance with Standing Orders and Financial Regulations.

RESPONSIBILITIES

1. To ensure all property owned/managed by the council is maintained in good order and complies with legislation for the safety of its employees and members of the public
2. To consider all operational issues relating to the management of Council assets.
3. To ensure that risk assessments, health and safety checks and maintenance inspections are carried out, including Fire Safety, Legionella, Water Safety (Riverside Walk), tree condition surveys and ensure suitable steps are taken to remedy any issues.
4. To monitor the Health & Safety General Risk Assessment action plan.
5. To receive budget monitoring reports
6. To review the scale of charges for car parks and hire of council facilities and make recommendations to the Finance Committee each year as part of the budget setting process.
7. To review the rental charges for rooms at the Old Vicarage and Heritage Centre and make recommendations to the Finance Committee each year as part of the budget setting process.
8. To make recommendations to the Finance Committee on the annual budget requirements for the Committee as part of the budget setting process.
9. To maximise revenues from the Council's properties as far as is consistent with maintaining them in good order and with meeting the Council's wider objectives.
10. To identify the need for any new services and facilities.
11. To explore outside funding opportunities for the improvement and development of the facilities as and when appropriate.
12. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
13. The Committee will receive and consider all reports and recommendations from every sub-committee and working group it appoints.