

## **FILEY TOWN COUNCIL**

### **TERMS OF REFERENCE (Reviewed 28.5.15)**

## **PROPERTY COMMITTEE**

### **Membership – 6 Members**

**(To be elected annually at the Annual Meeting of the Town Council each year)**

- The Chairman **or** Vice-Chairman of the Council shall be ex-officio, a voting member of every Committee
- The Property Committee to consist of 6 members, Chairman **or** Vice-Chairman of the Council, Chairman of Finance & General Purposes Committee, plus four Town Councillors plus the Health & Safety Officer (as a non voting member)
- The Chairman and Vice-Chairman are to be elected annually by the Property Committee at the first meeting after the Annual Council meeting of Filey Town Council and shall hold office until the next Annual Council meeting as per Standing Order No 4d.

### **Aims**

To provide effective, efficient and professional management of all council property for the safety of all users.

### **Objectives**

To ensure all property owned by the council is maintained to a high standard and complies with legislation for the safety of its employees and members of the public.

### **Meetings**

The Clerk will call Property Committee meetings as and when necessary. Members will be summoned to attend meetings which will be held in the Council Offices (site meetings may be deemed necessary) and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

### **Documentation**

Minutes of all meetings will be recorded by the Clerk and circulated at full council meetings of Filey Town Council. All resolutions and recommendations to full council shall be recorded in the minutes of the meetings.

### **Accountability**

The Property Committee has delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to the full council.

### **Scope**

- The Property Committee to have delegated powers for the maintenance, improvements and general upkeep of all council properties/land, within an agreed budget.
- That the Chairman of the Property Committee and the Town Clerk (or their immediate subordinate) together have delegated power to take any action they consider appropriate in a situation where public and staff safety is at risk, after consultation with the Health & Safety Advisor to the Council.
- The Property Committee to have delegated powers to submit proposals in respect of funding for maintenance, improvements and general upkeep, to the Finance Committee (not later than the end of December each year) as laid down in Financial Regulation 2.1

- The Property Committee to have delegated powers to negotiate any changes to existing lease agreements, to ensure that the Town Council receives the best possible terms whilst maintaining the spirit of the original.
- The Property Committee to have delegated powers to ensure that all activities carried out within the Council's property/land have due regard to Health & Safety, Disability Discrimination Act and comply with all legislation in terms of public safety.
- The Property Committee to have a general overview of business and health and safety practices that are in place by lessees of council land and property in the interest of public concern and safety. This should be seen as a duty of care.
- The Property Committee to have delegated powers to investigate the purchase of new property/land, changes of use for existing property and establishment of new lease agreements.  
A recommendation to be submitted to full Council to ratify any proposed action in respect of these matters.
- The Property Committee to have delegated powers through the Chairman to issue press statements regarding property matters on behalf of the full council.

**Review**

The Property Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting.