

Terms of Reference for the Property Committee



Type & Function: Committee of the Council
Report Author: David Liddle, Town Clerk
Adopted: 23 May 2018
Reviewed: 13 May 2020 & May 2021
To Be Reviewed: May 2022

<p>Voting Members Six members of the Town Council</p>	<p>Quorate Three</p>
<p>Meeting Location and Frequency Six members of the Town Council one of which is an ex-officio position for the Chairman or the Deputy Chairman</p>	<p>Clerk Town Clerk</p>
<p>Non-Voting Members</p> <p>The Council's Health & Safety Officer will attend all meeting to give updates on health and safety matters and to report on work which has been undertaken by of the Council.</p> <p>The Crimlisk Fisher Archivist appointed by the Council and manages the archives held in the Council Offices. The Archivist will be invited to attend meetings at which the Council Offices are discussed, particularly if major work is planned.</p> <p>A representative of the Filey Rotary Club will be appointed by the Council as a non-voting member to the committee and be invited to meetings at which matters relating to the Crescent Gardens Bandstand are discussed.</p>	
<p>Aim and Role</p> <p>Aim To provide effective, efficient and professional management of all council property for the safety of all users.</p> <p>Roles The Committee is to:</p> <ol style="list-style-type: none"> i. 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; ii. have a general overview of health and safety practices that are in place by lessees of council land in the interest of public concern and safety; iii. consider tenders and manage the relationship the Council has with contractors, including ensuring that legislation and best practice is being followed; iv. Negotiate lease agreements on behalf of the Council, and; 	

- v. make proposals to Council about how land and property could be best utilised and put forward budget suggestions.

Budgetary Control

Committee to have budgetary control of the following expenditure lines:

- 5800 Allotment Maintenance
- 7570 Section 17 Crime & Disorder

Budgetary Oversight

Committee to have budgetary oversight of the following expenditure lines:

- 5300 Goods for Resale
- 5152 Mayors Seat/Tree
- 5153 Mayors Regalia
- 5201 Stationery
- 5212 Security Fire Service & Testing
- 5213 Cleaning Materials
- 5218 Refuse collection
- 5219 Window cleaning
- 5310 Commemorative Seating
- 5320 Commemorative Trees
- 5500 Model Agreements
- 5502 Cemetery ground maintenance.
- 5503 Public Seating
- 5504 Public Bus Shelters
- 5900 Lawns Cemetery
- 5901 Burials Officer
- 5902 Memorials
- 6100 Band concerts
- 6105 Filey Bandstand
- 6300 Newsletter
- 6800 Property Maintenance
- 6801 Queen St Garden Maintenance
- 7310 Archivists Honorarium
- 7320 Archive Room Sundries
- 7375 Weed spraying Contract
- 7500 Building Repair/Maintenance
- 7510 Museum Building Maintenance
- 8570 Emergency Plan Working Party
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Committee to have budgetary oversight of the following income lines:

- 4970 Sale of Assets
- 4012 Stationery
- 4080 Equipment Hire
- 4210 Commemorative Seating
- 4220 Commemorative Trees

- 4300 Model Agreement
- 4305 Model Agreement (Admin)
- 4450 Lawns Cemetery
- 4452 Burials
- 4454 Memorials
- 4510 Band Concert Collections
- 4515 Filey Bandstand
- 4850 Archive Room
- 4851 Archive Room - Donations & Grants
- 4852 Archive Room - Proceeds from sales

Delegated Powers

- a. The Property Committee to have delegated powers for the maintenance, improvements and general upkeep of all council properties and land within the agreed budgets lines above.
- b. 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.
- c. The 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.
- d. The 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.
- e. The Committee to have delegated powers to ensure that all activities carried out within the Council's property or on the Council's land have due regard to Health & Safety, equalities and comply with all legislation.
- f. The Committee to have delegated powers to investigate the purchase of new property and 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.
- g. The Committee is to have the delegated powers to consider and set the hire costs, services and fess for the Council with reference to the Council's budget.
- h. The Committee will be expected to make a recommendation to Council about the level at which hire costs, services and fees should be set in advance of the budget and no later than November.
- i. The Committee has delegated powers to consider issues relating to capital projects at joint meeting with the Finance and General Purpose Committee.
- j. The Committee has delegated powers to consider issues relating to tenders at joint meeting with the Finance and General Purpose Committee.
- k. Manage the Council's relationship with the Crimlisk Fisher Archive and to raise issue to Council and undertake the following:

- Ensure the archive's records are maintained to adequate archival standards.
- Encourage the growth of the archive collection and promote the work of the archive
- Support requests from the Archivist.
- Consider all current legislation relating to the archive and ensure public safety when accessing the archive.
- Explore funding opportunities to undertake projects.
- To adopt the guidelines of the current 'National Archive Copyright Policy' for any copyright requests to the Council.

- l. Delegated powers for the maintenance, improvements and general upkeep of the Bandstand, Crescent Gardens, Filey by submitting proposals in respect of the above to the Town Council's Finance Committee in line with Financial Regulations.
- m. To be responsible for the drawing up of a lettings policy and scale of charges for the use of the Bandstand for both community users/events and commercial performers.
- n. To have delegated powers to determine terms of sponsorship and benefits for supporters of the Bandstand to enable it to be maintained as a financially self-sustaining facility.
- o. The Bandstand Management Committee to have delegated power to consult with other local groups/organisations and other interested parties regarding matters relating to the Bandstand facility.
- p. The Committee to have delegated powers through the Chairman to issue press statements regarding property matters.

Annual Procedural Business

- a. Carry out an inspection of Parish Wood, the Museum, Queen Street Gardens, the Bandstand, Council Offices and the Lawns Cemetery.
- b. Provide priorities for a Council Action Plan each year in February.
- c. Make any budgetary recommendations by the end of November.
- d. Queens Street Gardens – Review contract for maintenance in February.
- e. Committee to review the following policies on an annual basis:
 - i. Lawns Cemetery Regulations
 - ii. Hire and Services Costs
 - iii. Public & Commemorative Seating Policy