

STALBRIDGE TOWN COUNCIL

Clerk: T Watson
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Terms of Reference Stalbridge Town Council Buildings & Assets Committee

The Name of the committee will be the “Buildings & Assets Committee ” hereafter referred to as the Committee.

The Buildings & Assets Committee is constituted as a Standing Committee of Stalbridge Town Council and shall operate within the Standing orders of the Council at all times.

Members of the Town Council who do not sit on the Buildings & Assets Committee may attend meetings and speak only with the permission of the Chairman. They may not vote.

Purpose

To consider the administration, maintenance and letting of the public buildings owned by the Town Council and their administrative offices and the management of the councils assets to include:

- Terms of hire and charges.
- Maintenance and improvements.
- Health and safety

Delegated Powers

The Committee have no delegated powers.

Membership

The Committee will be elected for a term of 1 year at the annual TC meeting. The Chairman will be elected annually by the Committee. The Committee shall comprise of a core number of four Councillors as voting members, with three members of the Committee constituting a quorum. With the permission of the Town Council other members who represent groups that are regular users of premises or have specific skills or for specific tasks may be co-opted.

Roles & responsibilities

1. To monitor and report on the condition of Town Council assets.
2. To consider and make recommendations on the use, administration, maintenance and letting of the public buildings owned by the Town Council.

Communication & meetings

All correspondence shall be conducted through the Town Clerk.

Minutes of all meetings are to be kept by the Clerk and will be displayed in the members information area and the Town Council web site and sent via e-mail to non TC members.

The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.

Any recommendations made by this committee will be considered by the full council at the next meeting following the recommendation.

Approved TCM 05.07.19