

Cottered & Throcking Parish Council

PARISH ASSETS COMMITTEE

TERMS of REFERENCE

Adopted September 2020

Reviewed annually

Re-adopted every 4 years (After Election)

Purpose of the committee

This committee is established to manage those assets owned by or under the control of Cottered and Throcking Parish Council and shall include the following responsibilities:

1. To collate and update a comprehensive inventory of all the assets owned by or under the control of Cottered and Throcking Parish Council.
2. To ensure the assets inventory corresponds to the Parish Council's Fixed Asset Listing.
3. To monitor and review the condition of the Parish assets.
4. To create a maintenance schedule for the Parish assets.
5. To maintain and repair the Parish assets as required.
6. To make recommendations to the Parish Council about any aspect of the management of the Parish assets.
7. To liaise with the Clerk for administrative purposes.

Membership

The membership of the committee shall comprise of four appointed councillors with a Chairman nominated by the Committee.

The membership of the committee will be reviewed annually at the Annual Meeting of the Parish Council in May.

Meetings

The timetable of Parish Assets Committee meetings shall be aligned to the timetable of meetings of Cottered and Throcking Parish Council allowing for the reporting and recommendation to full Council. There must be three clear days' public notice of the time and place of the committee meeting along with an agenda.

Minutes of the committee meeting must record the resolutions that have been made.

Minutes of the committee are to be agreed at the next meeting of the committee.

Minutes of the committee meeting must be formally received by the next full meeting of Cottered and Throcking Parish Council.

Powers

The Committee has no power for expenditure. Any proposed expenditure must be dealt with by a recommendation to full Council.