

TERMS OF REFERENCE

Buildings Management Committee

MEET – Third Wednesday of January, March, May, July, September, October, November

CONSTITUTION – Eight Members, and one half of its Members shall constitute a quorum (four)

All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

All non Committee Members may attend Committee meetings and speak at the Chairman's discretion, but not vote.

The Buildings Management Committee has delegated authority (Local Government Act 1972 S101) to:

- Resolve actions incurring expenditure within its budget.
- Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Council, via the Establishment Committee.
- To conduct a half yearly appraisal of the budgets based on September figures.
- Be responsible for the overall management and maintenance of the Memorial Hall and Simpson Centre, and surrounding areas (excluding grass and planting) including car parks.
- To inspect the premises and buildings annually and:
 - i.) advise on security of said buildings and premises,
 - ii) prepare a list of priorities for development for the approval of the Town Council,
 - iii) carry out safety and fire audit,
 - iv) maintain and review an accessibility programme.
- Maintain a rolling programme of maintenance and major projects.
- Be responsible for public licences, etc.
- To ensure that the Town Council complies with health and safety regulations.
- To maintain lettings policy for Council owned buildings.
- To review charges and lease rents.
- To review job specification and contract for caretaker/cleaner.
- To review caretaker/cleaner pay.
- To review job specification for handyman and landscape contractor.
- Approve executive action taken by the Clerk on health and safety grounds.
- Review all documents pertaining to this Committee.
- To keep minutes.
- To instruct the Clerk to obtain information before the next meeting.

This Committee may make recommendations to the Town Council on relevant matters for which it has no delegated authority, and may be given delegated powers by full Council to take action on relevant matters.

Approved 6th March 2009