

**HAILSHAM TOWN COUNCIL**  
**ASSETS MANAGEMENT COMMITTEE**  
**TERMS OF REFERENCE 2024-2025**

This Committee monitors the operation of all Town Council buildings, assets and some projects & services, ensuring a high standard of provision. It considers their further development and the development of other buildings or projects.

The Committee is responsible for working in partnership with other organisations to achieve these objectives.

The committee has delegated authority to make decisions related to these areas. All delegated authorities shall be subject to any Standing Orders in place requiring council to make final decisions if so requested.

The committee has no delegated authority to make decisions outside of its terms of reference or for areas that would affect areas within the remit of other council committees (for example, in relation to staffing, budgets & finance, business development activities, festivities and events), nor does it have authority to authorise expenditure outside of the council's agreed budget parameters.

Membership: Total/maximum number of seats allocated to the committee is SEVEN (unless council resolves otherwise)

Quorum: Shall be half of appointed members or the closest majority to that number

Frequency of Meetings: At least BI-MONTHLY or as and when appropriate (including less frequently if determined by committee resolution)

Time of Meetings: Meetings shall commence at 7.00pm (or earlier or later if determined by committee resolution)

Membership eligibility: Open to all members of council, as formally appointed at the Annual Meeting of Council or subsequently at other council meetings.

Substitute Members must also be formally appointed at the Annual Meeting of Council or subsequently at other council meetings.

Other members may be co-opted from other organisations for specific purposes as and when appropriate. Other members who are not members of council will have no voting-rights.

Minutes of all meetings are to be kept by the Clerk. Agendas and minutes shall be forwarded by e-mail to all members of the Town Council. (Only members who do not have access to e-mail, or have not agreed to receive minutes and agendas in this manner, shall receive a printed copy by post).

## Terms of Reference

1. To manage the use, maintenance, improvement, development and good management of all council owned or leased buildings, including:
  - The Cemetery & Cemetery buildings including Cemetery Lodge
  - The Fleur-De-Lys and Blackman's Yard Complex
  - 6 Market Square (The building leased to Kemer Kebabs)
  - Union Corner Hall
  - The Grovelands Barn Complex
  - 1 Market Street (The Square Youth Café and connected buildings)
  - James West Community Centre
  - 4 Market Square
  - The Maurice Thornton Pavilion
  - 2 North Street ('Cortlandt Stable Block') & the public toilets
  - Any other buildings adopted or leased by the Town Council in the future
  
2. To manage the use, maintenance, improvement, development and good management of all other council owned or leased assets, including:
  - Bus Shelters
  - Town seats
  - Street Lighting
  - HTCs contribution to the town's CCTV facilities.
  - Any other Assets adopted by council
  
3. To manage the use, maintenance, improvement, development and good management of all council owned, leased or otherwise controlled:
  - play areas and open spaces
  - Any new play areas and open spaces taken over by the Council
  - Sports and recreation grounds
  - Sports facilities where appropriate
  - Any new sports grounds taken over by the Council
  - Any new sports facilities taken over by the Council where appropriate
  - Allotments
  - Dog Bins/Litter Bins

To be responsible for:

  - Tree maintenance
  - Horticultural and Grass cutting contract
  - Dog bins
  
4. To act as responsible landlords for sites owned by the Town Council and leased to other organisations for management, reviewing leases and any other terms of agreement between the Council and the lessees or other parties and receive requests from them for developments or changes to council owned buildings and assets.
  
5. To act as liaison for and to project manage any developments or changes to council owned or leased buildings and assets as defined above.

6. To project manage or act as liaison with Council Services, in consultation with the appropriate officers and any other relevant stakeholders and partners. These services to include:
  - a. Council Communications and Marketing
  - b. Any other project related to council buildings, Play parks and open spaces, assets or services as adopted by council
7. To appoint sub-committees, small working parties, project management groups or individuals to oversee and report back to the committee on any of the above areas deemed necessary by the council or committee. This therefore includes the appointment of members of the committee for the following roles:
  - a. Cemetery Wardens
  - b. Community Halls
  - c. Allotments

These sub-committees, small working parties, project management groups or individuals will undertake their oversight functions according to the requirements of the role, the requirements of the committee and through the best and most efficient means possible, in consultation with the relevant officers and other stakeholders and partners.

They will report back to the Assets Management committee to an agreed reporting schedule and their reports will form substantive points of the committee's agenda moving forwards.

8. The committee may receive and consider representations, suggestions or complaints from any other member of council or outside organisation or person with regard to any aspect within its remit as delineated above and may invite such persons to attend the meeting and speak on those aspects.
9. The Committee has authority to spend up to £10,000 per item (up to a maximum of four items per year) from capital reserves on any remedial repair or maintenance required to the council's assets. This expenditure is subject to the council's financial regulations regarding the awarding of contracts etc. Excluded from this are any improvements or enhancements to the council's assets portfolio.