

Terms of reference for Maintenance Committee of Brown Edge Parish Council

The Committee must at all times consider it's duty to uphold the Nolan Principles and act in the best interests of our community.

Scope

This Committee has delegated responsibility for the overall management of maintenance of Council-owned land (including allotments, playing fields and cemetery), buildings and assets for which it has delegated powers to act on behalf of the Full Council for which funds have already been allocated. Any recommended additional spending is to be bought before the full council. Any item coming to the council regarding maintenance of assets is to be immediately passed to the committee for their consideration/investigation.

Modus Operandi

1. The Committee's overall responsibilities are to keep under review all Council-owned assets, and, having regard to health and safety issues and to any relevant environmental concerns, ensure they are maintained to the required standard and appearance. specifically:
 - to arrange for an annual inspection of assets to be carried out and to produce a report to Council with recommendations for maintenance work to be planned during the next financial year;
 - to respond to reports of faults, issues and problems arising in relation to any Council-owned land and buildings, and to arrange for repairs to be carried out in-house or recommendations made to Council for contractors to be appointed as necessary;
 - to receive regular reports from the Lengthsman or others as regards any maintenance issues,
 - to review the Council's asset register on an annual basis and, in liaison with the RFO give relevant assurances to Council for the signing of the Annual Return.
 - To review the work undertaken by the contractor and to make recommendations to amend or add to the contract if required.
2. The Committee shall keep under review the Council's Risk Assessment Policy relating to assets and make recommendations to the Finance Committee for any amendments or improvements required from time to time, or for any adjustments required in the Council's insurances.
3. The Committee will have no delegated spending powers other than that pre authorised by the council, and will make recommendations to Council for any additional expenditure required.
4. The Committee shall meet as necessary, and may establish working groups in the furtherance of any of its responsibilities.
5. The Committee is organised to the same rules as other Council meetings regarding notices, conduct of business – see Parish Council's Standing orders for further details.
6. Hybrid meetings can be held and if so the clerk does not need to attend personally and recordings of meetings are taken
7. A monthly report of activity is to be made to the full council to be read out at the meeting.

8. The Chair of the committee will liaise with the Clerk over agenda items.

Members

- 3 Councillors + 1 non council member
- Quorum 2 members

Appointment of Committee

- Members Elected annually at the Annual meeting of the Parish Council. 1 non council member can be appointed by the committee if they feel this will assist them. or at the first meeting of the Full Council where a vacancy exists.
- A Chair of the committee will be elected by the full council annually at the Annual Parish Council Meeting or at the first meeting of the Full Council where a vacancy exists.

These Terms of Reference adopted by the Council on
For annual review at Annual Council Meeting