

**Cyngor Tref Llanandras a Norton**  
**PRESTEIGNE AND NORTON TOWN COUNCIL**

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**TERMS OF REFERENCE**

**COUNCIL SITES AND BUILDINGS COMMITTEE**

**MEMBERSHIP**

1. Membership of the Sites and Buildings Committee to be at least five Councillors including the Mayor and Deputy Mayor and appointed annually. In addition outside representatives will be appointed for the following specific areas and these will be as follows -

Went's Meadow/Eddie's Meadow: 2 outside representatives  
Allotments: 1 outside representative.

The outside representatives to consider matters relevant to their appointment area only.  
Note: Outside representatives are appointed without voting rights in accordance with the Parish and Community Councils (Committees) Regulations 1990.

2. Quorum for the Sites and Buildings Committee to be three and at least three Members to agree any decision.

3. The Chair of the Committee will be elected at the first meeting of the Sites and Buildings Committee held after the full Council Annual Meeting.

4. All Councillors may attend the meeting and contribute but only those appointed to the Sites and Buildings Committee by the Council may vote on resolutions.

**RESPONSIBILITIES**

1. To manage Council Sites and Buildings including recreation grounds, open spaces, street furniture, tennis court and MUGA, public toilet blocks, allotments and any other buildings or land acquired by the Council and to recommend works to be carried out as part of routine or other maintenance.

2. To monitor the work of, on site contractors.

3. To recommend the awarding of contracts for services for the running of the above, such as cleaning and grass cutting, to full Council for approval and to then implement such processes. To oversee the issue of contracts for such services.

4. To arrange the advertising of and submission of invitations to quote for works to any of the above.

5. To consider and prepare a budget proposal for each area to put to full Council for consideration at the budget/precept setting meeting.

6. To authorise day to day maintenance works providing such work falls within the current budget for that area. To review payments rates for such works as appropriate.

7. To consider any other issues relating to sites and buildings as may be referred to it by full Council.

## **GOVERNANCE**

1. The Sites and Buildings Committee will act in accordance with its own terms of reference and also with the Standing Orders and Financial Regulations of the Council.

2. The Sites and Buildings Committee will meet at least twice annually and thereafter as required.

3. The Clerk will service the Committee correspondence, Minutes and any other documentation.

4. The agenda for each Committee Meeting will be published at least three working days in advance of the meeting.

5. Minutes will be taken and distributed for agreement at the next Committee Meeting or full Council meeting whichever is soonest.

6. Meetings of the Committee shall be open to the public except where the Committee resolves to exclude the public and press to deal with confidential items as permitted by legislation.

<p><b>Terms of Reference agreed at the full Council meeting June 2016</b> <b>Next Review: May 2017</b></p>
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