

ASSETS & MAINTENANCE COMMITTEE

Terms of Reference

Purpose

The committee is responsible for overseeing the maintenance of council assets, ensuring that they are well-preserved and functional. Additionally, the committee ensures that adequate insurance coverage is in place for all assets and that current risk assessments are regularly conducted to mitigate potential hazards and liabilities.

Responsibilities

- Clock Tower
- Parish Van
- Parish tools & equipment
- Benches, seats, and litter bins
- Proactively seek out funding for any historical preservation opportunity

Delegation

The delegated authority for this committee includes managing the budget allocated for asset maintenance and repairs, ensuring the cost-effective use of resources, and providing detailed reports on financial expenditures related to asset upkeep. The committee is also responsible for conducting regular risk assessments to identify potential safety hazards or liabilities, and implementing appropriate measures to mitigate these risks. Additionally, the committee must maintain an up-to-date record of all council assets, including their condition, value, and location, ensuring accurate and efficient asset management.

Oversees full Budget for 2024-25

£19,250.00

Membership

Chair	John Land	Member
Vice-Chair	Michelle Collins	Member
	Ray Dykstra	Member
	Dan Fabb	Member
	Lara Gifford	Member
	John Parker	Member
	Sheila Withams	Member
Staff	Laura Moore	Asst. Clerk
	Emmeline Coverdale	Clerk

Member definition – ‘Member’ must be a serving member of the Parish Council
 Membership is reviewed at Warboys Parish Council Annual General Meeting in May.

Quorate

Three members must be present to form a quorum.

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Frequency

Meetings are scheduled twice a year; March & September

Recording of decisions

Decisions will be recorded by the Clerk / Assistant Clerk, stored electronically.

Reporting of project progress

Members to be nominated to report meeting decisions to 1st full council following any meeting of the committee.

Agenda Circulation

Agenda to be circulated 6 days before the scheduled meeting and posted on the Parish Notice Boards.

Confidentiality

Members of this committee are expected to keep Council matters confidential as per standing order; 11 (d) Councillors, staff, the Council's contractors, and agents shall not disclose confidential information or personal data without legal justification.

Code of Conduct






(as per the Council's approved policy)

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Signatories attached:

I agree to unite and participate to fulfil the purpose of the ~~Finance & General Purposes~~ **ASSETS + MAINTENANCE** Committee and adhere to its Terms of Reference, dated: ~~16/09/2024~~ **27/06/2024**

Name	Role
JONATHAN LIND	Chair 
	Vice- Chair
SIBILLA WITTHAM	Member 
JOHN PARKER	Member 
Ray Dylster	Member 
Lara Gifford	Member 
	Member
	Member
	Member
	Member
	Member

There will be no tolerance for abuse, the use of derogatory remarks, personal insults, threats or any form of discrimination.