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| cid:2887E7B4-4235-4453-B7C9-14F4166BF0CB | LONGRIDGE TOWN COUNCIL  Estates Executive Committee  Terms of Reference |

*Objective: The Estates Executive Committee is constituted as a Standing Committee of the Full Council and is appointed to make decisions about estate matters subject to budget and expenditure limited agreed by the Full Council. In the event that expenditure exceeds the agreed limit then it will make a recommendation only and should be referred to Full Council to make a decision.*

1. The Committee is appointed at the Annual Meeting of the Town Council each May.

2. The Committee will elect a Chairman at its first meeting.

3. The Committee will elect a Vice Chair at its first meeting in case of apologies made by the Chairman.

4. The Committee will have a minimum of four Councillors. It is expected that the Committee members have building and/or practical knowledge. The Town Clerk to the Council, will be in attendance at meetings.

5. The quorum for a meeting will be a minimum of three Councillors.

6. The Committee may, if it wish co -opt councillors from other committees to sit in on meetings for quorum to be met.

7. The Committee will meet monthly as per schedule of meeting with a minimum of three days clear notice given.

8. The Town Clerk will take the minutes of the meeting.

9. All correspondence should be conducted through the Town Clerk.

10. The Committee must oversee aspects relating to all estates and buildings owned by the Town Council. These include The Station Building, public toilets on Berry Lane, Millennium Cross, War Memorial Stone, play areas, skate park and the allotments.

11. Rights and Powers - The Committee will have an annual budget for maintenance and scheduled works for the Council maintained buildings. The Committee will assess the budget provision at regular intervals throughout the financial year.

12. The Committee will have an annual budget for year 2022 / 2023 for servicing, maintenance, repairs and any emergency works required in the sum of £1000.00 before referring matters for approval to Full Council.

13. To maintain and service the items detailed within the Estates Management register.

14. To make recommendations to the Council on relevant statutory and non - statutory policy documents.

15. Responsibilities - In the event of any emergency members of the Committee and/or deputies will be contacted accordingly.

16. Terms of Reference will be reviewed every twelve months.