

## **LANDEWEDNACK PARISH COUNCIL**

### **Terms of Reference for the Asset Management Committee**

The Committee is responsible for the Assets belonging to Landewednack Parish Council

#### **MEMBERSHIP:**

- Five Councillors
- Chairmanship and membership of the Committee will normally be decided at the Annual Meeting in May each year

#### **QUORUM:**

- A Quorum will be four members

#### **MEETINGS AND ADMISSION OF THE PUBLIC:**

- The Committee will meet in October and March and at other times as necessary
- The Clerk will draw up the agenda and minute the meetings
- The public may attend all meeting unless temporarily excluded from part of the meeting by means of special resolution

#### **POWERS AND RESPONSIBILITIES**

1. To be responsible for the overall management of the assets of Landewednack Parish Council
2. To conduct assessments of the Council's properties, grounds, land and assets annually
3. To arrange and oversee the day-to-day repairs and maintenance of the Council's properties, grounds, land and assets
4. To develop policies and procedures as required to ensure the preservation of and enhancement of the Council's assets
5. To refer to the Finance Committee any matters of work that require funding between Council Meetings
6. To advise the Council on matters relating to the Council's property portfolio
7. To review and recommend the instruction of solicitors and Royal Institution of Chartered Surveyors property consultants as appropriate
8. To report on property acquisition and disposals

9. To liaise with the Finance Committee on tendering of work on property and grounds maintenance, including grass and hedge cutting, pruning of trees etc
10. To advise on property Titles registration and land assets