

DRONFIELD TOWN COUNCIL
PROPERTIES COMMITTEE
TERMS OF REFERENCE

Membership

The Committee shall consist of five members of the Council. The Mayor and Deputy Mayor are ex officio members of this Committee.

Chairman

At the first meeting of the Committee after the Annual Meeting of the Council the first business will be to appoint a Chairman and Vice Chairman of the Committee.

Frequency of Meetings

Meetings will be held on a monthly basis with the exception of August.

Quorum

A quorum at each meeting shall be 3 members.

Staff Attendance

The Town Clerk shall normally be required to attend all meetings. Other staff may, at the Chairman's discretion or the Committee's request, attend meetings as required.

Terms of Reference

The Committee is appointed to make decisions relating to Council properties subject to budget and expenditure limits decided by the Council.

1. To ensure that all Council properties and assets are properly maintained and managed.
2. To ensure that all Council properties comply with Health and Safety requirements.
3. To ensure that all Council properties and assets are covered by adequate insurance.
4. To ensure that any matters relating to properties and assets are dealt with quickly and correctly.
5. To ensure that all requests for capital purchases are referred to the Council.
6. To ensure that if any legal issues arise these are handled in consultation with the Council.