

ST CLEER PARISH COUNCIL

Committee Terms of Reference 2019

The Council will review and determine the terms of reference for all Committees and Working Parties at the annual meeting of the Council.

Estates Committee

Appointment: - The Committee members are appointed at the annual meeting of the Parish Council.

Chairman - The Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council. The Chairman shall serve in this position until the next annual meeting of the Council unless the Chairman resigns from the position, resigns from the Council or becomes disqualified from being a member of the Council.

Vice Chairman - The Vice-Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council following the election of the Chairman. The Vice Chairman will serve in this position until the next annual meeting of the Council unless the Vice Chairman resigns from the position, resigns from the Council or becomes disqualified from being a member of the Council.

General

The Committee shall comply with all Council's policies, protocols, systems and procedures including the Standing Orders and Financial Regulations and any other statute within legislation.

The Committee will be mindful that no decision can be made by an individual, save where clearly delegated by Council, and scope for this committee are limited to those delegated below and as agreed and Minuted at the Estates Meeting

The Council might consider from time to time delegating specific responsibilities to this Committee (within the scope of the LGA 1972 s101) but will exclude any powers that cannot be delegated by the Council e.g. issuing a precept for the rate (s67 LG & FA 1992). Additionally, no recurring financial agreement will be entered into without recourse to Council

Any additional delegation of responsibility will be clearly minuted within the Parish Council minutes, these will usually pertain to matters related to the Estates domain of the Parish's work

Recommendations made by this Committee outside of the scope of these terms of reference serve as motions for decision making by Council.

The delegated authority to this committee includes:

- a) Consider planning applications received prior to the meeting and respond to the planning authority on behalf of the council.
- b) Payment of invoices for work, services and other liabilities presented by the RFO either previously confirmed by Council or where delegated within financial regulations to the RFO, or invoices for which this committee has delegated authority

Under the direction, leadership and guidance of the Committee Chairman or in their absence the Vice Chair, The Committee shall be accountable and responsible for the following areas of Council Activity and have delegated authority to spend up to the limit of £250 as agreed by Council to carry out-routine maintenance and replacements. Where any doubt about the powers to commit finance are raised by the RFO the matter should be referred to full Council for ratification.

Proposed

Management of the Council's property and lands including (and as expended from time to time) with due regard to their role as custodian of the assets and monitor of all health and safety considerations:

- The Sportsfield and all outdoor equipment
- The Pavilion
- The Toilets and Car Park
- The Millennium Garden
- The Allotments
- Land at Trethevy Quoit
- The Horizon Playground
- Bus Shelters
- Grit bins
- Community Benches
- Community Noticeboards

And

- Footpaths as agreed with Cornwall Council

Author of a regime of pre-planned annual maintenance programme in line with the Business Plan and Reserves Policy

Monitor and commissioner of all reactionary maintenance including quarterly receipt of the following inspection programmes:

- Legionella
- Skate Park safety
- Horizon Play park safety

To ensure that an adequate risk assessment is updated annually which accurately reflects both the health and safety needs of the Parish as well as the wider risks of operation of a small council.

To conduct an annual appraisal of all health and safety and legislative requirements as they relate to the Estate (best practice guidelines and with due regard to standing orders and financial regulations) and ensure that the Council meets all of its responsibility in this regard

To receive the updated asset, register annually in January and ensure that it reflects the full estate of the Council

The Finance Committee will, on receipt, ensure that the Insurance limits purchased in March, fully reflect the assets of the Council

Responsible for the Compilation of an asset condition report of all fixed assets. This shall be presented to the Council for consideration in July so as to effectively budget for the forthcoming year and ensure that the Precept agreed at Council meets the needs of the Estate plan

To present to the precept meeting of the Finance and General Purposes Committee in September of each year costed financial implications as a result of implementing the points above and for proposed new projects as they pertain to the Estate

To consult with the Clerk and RFO where appropriate on areas that have been delegated to the Clerk and RFO within financial regulations, standing orders or any other policies and protocols approved by the Council

Date Approved by Estates: 19 September 2018

Date Approved at Council: 26 September 2018