



## **ASSETS, FACILITIES AND ENVIRONMENT**

### **TERMS OF REFERENCE**

#### **Membership**

1. The Mayor is ex-officio member with voting rights on all committees.
2. A minimum of Five Councillors will serve on the committee.
3. The Chair of the committee will be elected annually by the full Council at the first meeting in the new financial year and must be a Councillor.
4. The Chair of the committee will be responsible for the committees budget.
5. The committee may co-opt members from the community to serve for the year in order to assist and advise with any aspects of the committee's business.
6. A quorum of a minimum of 3 members must be present to hold a meeting.
7. The committee to report at each full Council meeting.
  - a. These reports may take the forms:
    - i. Decisions made by the committee
    - ii. Financial statement
    - iii. Recommendations to be ratified by the full Council.
8. Only council members have a right to vote on any proposal put to the Committee, unless a non-council member is properly and legally and co-opted to such. A properly co-opted member will have voting rights.
9. If the minimum amount of 5 Councillors are not present to vote on any financial proposal it must be delayed until next available meeting.
10. Only Councillors are allowed to vote on financial decisions and all 5 Councillors must be in unanimous agreement or the financial decision must go to full council.
11. All meetings to be minuted and the minutes circulated to committee members before presentation to the full Council.
12. All correspondence including emails must be copied to the West Mersea Town Clerk, Group Chairman, Mayor and Deputy Mayor in all cases.

#### **Chairing meetings**

The committee will appoint a Chair. In the absence of the committee Chair or Vice Chair at any meeting, the committee will appoint one of its members to chair the meeting.

## **Principal Objectives**

1. Parks and Open Spaces
2. Allotments
3. Public Toilets
4. Council Offices
5. Council Depot at Rushmere
6. General Maintenance of West Mersea

## **Duties and Functions:**

### **Parks and Open Spaces**

1. Health and Safety
2. General maintenance
3. Consider and recommend the following:
  - a. User issues
  - b. WMTC issues
4. Consider and recommend ways of improvements
5. Consider and recommend any other issue that the committee considers relevant.

### **Allotments**

1. Health and Safety
2. General maintenance
3. Consider and recommend the following:
  - a. User issues
  - b. WMTC issues
4. Consider and recommend ways of improvement.
5. Consider and recommend any other issue that the committee considers relevant.

### **Public Toilets**

1. Health and Safety
2. General maintenance
3. Consider and recommend the following:
  - a. User issues
  - b. WMTC issues
4. Consider and recommend ways of improvement.
5. Consider and recommend any other issue that the committee considers relevant.

## **Council Offices**

1. Health and Safety
2. General maintenance
3. Consider and recommend the following:
  - a. User issues
  - b. WMTC issues
4. Consider and recommend ways of improvement.
5. Consider and recommend any other issue that the committee considers relevant.

## **Council Depot at Rushmere.**

1. Health and Safety
2. General maintenance
3. Consider and recommend the following:
  - a. User issues
  - b. WMTC issues
4. Consider and recommend ways of improvement.
5. Consider and recommend any other issue that the committee considers relevant.

## **General Town Maintenance.**

1. Health and Safety
2. Overall care and maintenance of West Mersea ensuring the town is kept as a safe, welcoming and inviting environment for residents and visitors.
3. Consider and recommend ways of improvement.
4. Consider and recommend any other issue that the committee considers

## **Confidentiality**

1. Respect for all members and public attending the meeting must be upheld at all times.
2. No swearing or shouting.
3. No personal disputes to be discussed.
4. Confidential information that needs to be discussed at the next meeting should be given to the Chairman in writing prior to any meeting so that a confidential section of the meeting can be included on the Agenda (where the public may be asked to leave) at least 7 days' notice is required.
5. Complaints should be put in writing to the Chairman and in the case of the complaint being about the Chairman should be sent directly to the Town Clerk.
6. Raise hand to speak and wait for the person speaking to finish.

## **Budget**

Councillors may spend up to allocated amounts listed below:

- i. A budget to be set and allocated by full council at start of financial year.
- ii. The committee must keep to the Cost Centre agreed annual budget and ensure no overspend should receipts fall. Expenditure may be increased provided approval is given by Full Council.
- iii. The committee Chairman must be present for each financial decision to ensure clarity. Chairman is fully responsible for the Budget.

## **Urgency Provision**

- In the event that an urgent or immediate response is required to a matter within the terms of reference of the committee, the Town Clerk is AUTHORISED following consultation with the chairman or in their absence the Mayor / Deputy Mayor to take such action as is necessary to respond to the situation and to report back to the next available meeting.

## **Progress Tracker**

1. Progress tracker to be used and kept up to date.

Date: 1 December 2016

Minute reference: 6381

Reviewed and updated: 16 May 2019

Minute reference: 19/110

Reviewed: 25 June 2020

Minute reference: 20/138

Next review: June 2021