

# SHERBURN IN ELMET PARISH COUNCIL (SEPC)

## TERMS OF REFERENCE

ADOPTED 16/05/2022

TO BE REVIEWED: MAY 2023

## ASSET MANAGEMENT AND EVENTS COMMITTEE

### Membership – 5 Members

**To be appointed annually at the Annual Meeting of the Parish Council each year or when a vacancy occurs**

- The Asset Management and Events Committee to consist of 5 members.
- The Chairman is to be elected annually by the Asset Management and Events Committee at the first meeting after the Annual Council meeting of Sherburn in Elmet Parish Council and shall hold office until the next Annual Council.
- The quorum of the Committee is 3.
- Members of the committee may undertake training from time to time to support their role; this will be done in conjunction with the YLCA and with regard to the Council's training budget.

### **Role:**

To provide effective and efficient management of all council assets and events held by the council and those events which make use of council assets.

### Meetings and administration:

- Ordinary meetings of the SEPC Asset Management and Events Committee will be held monthly
- The SEPC Proper Officer will convene ordinary meetings of the Asset Management Committee.
- Members will be summoned to attend meetings which will be held in Eversley Park Centre
- Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.
- SEPC Standing Orders will apply to all meetings of this Committee.
- All resolutions shall be recorded in the minutes of the meetings.
- Minutes of SEPC Asset Management and Events Committee meetings will be approved at the next meeting of this Committee.
- Minutes of all meetings will be recorded by the Clerk and circulated to all members of SEPC for information.
- Every meeting of the SEPC Asset Management and Events Committee will include a 20-minute public participation session.

### Accountability:

The SEPC Asset Management and Events Committee has delegated powers to act and make decisions on behalf of the full council in relation to the defined terms of reference only.

Any matters outside the remit of SEPC Asset Management and Events Committee's terms of reference shall be referred to the full council as recommendations for consideration.

## **Scope:**

### **Risk Management:**

The Committee will have the delegated authority to determine the required risk assessments and risk management strategies required for compliance with legislations and best practice – for all the Council's assets and events.

The Committee will have the delegated authority to carry out all relevant risk assessments and risk management strategies required for compliance with legislations and best practice – for all the Council's assets and events.

The Committee will be responsible for ensuring all such risk assessments, once completed are approved by this Committee and recorded as required.

### **Management of Council Assets:**

The Committee will have delegated authority to take such action as required to ensure the effective and efficient management of all council assets, including (but not limited to):

- Day to day management of council land, property and buildings
- Ensuring maintenance and repairs required for all council land, property and buildings are carried out as required and in adherence to Council's Financial Regulations
- Ensuring all health and safety measures, as required by legislation and best practice are implemented and adhered to.
- Developing working relationships with SEPC land and property users and User Groups
- Development of strategies to improve service delivery and to engage with the community to gather ideas and feedback in the form of surveys, presentations and focus groups
- Work with the RFO to source external funding for projects identified.

### **Events:**

- The Committee will have the delegated authority to manage all aspects related to the organisation and delivery of events approved by the Council (within budget provision).
- The committee will be responsible for ensuring all relevant and necessary procedures necessary are adhered to and evidenced.
- The Committee has the delegated authority (within budget provision) to engage such contractors as required to ensure all procedures are adhered to.
- The committee will be responsible for advertising all events (within budget provision)

## **Review:**

The Asset Management and Events Committee terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting.

Any recommendations for change will be submitted to the next ordinary meeting of SEPC for consideration.