

## **Civic Hall Management Committee**

**27<sup>th</sup> January 2021**



### **Proposed Terms of Reference for new Property & Facilities Committee**

#### **Introduction**

At the full Council meeting held on 2<sup>nd</sup> November 2020, the re-structuring of the Town Council was agreed. A key part of this re-structuring is to create a new standing Committee – the Property & Facilities Committee.

This new Committee will operate from the new municipal year – May 2021. The current Civic Hall Management Committee will need to consider the terms of reference which can then be considered at the full Council meeting on 1<sup>st</sup> March 2021.

#### **Detailed consideration**

1. The Property & Facilities Committee will be a Committee of the Town Council (under S.101 of the Local Government Act 1972).
2. The Committee shall operate within the Town Council's Standing Orders and Financial Regulations.
3. The Committee shall be a Standing Committee (to be re-appointed at the Annual Meeting or Mayor-Making) comprising 7 Town Councillors.
4. The quorum shall be four Councillors.
5. The Committee shall elect its own Chair and Vice Chair at its first meeting following the Annual Meeting of the Town Council or Mayor-Making.
6. Number of meetings in an ordinary year: six times at intervals of approximately two months, and others as appropriate and as determined by the Committee.
7. Notice of meetings shall be in accordance with public notice requirements as set out in the Public Bodies (Admission to Meetings) Act 1960.
8. Minutes of the Committee meetings shall be prepared by the Clerk and submitted to the next Committee meeting for approval. The draft minutes shall be submitted to the Council for information.
9. The Committee shall be responsible for –

## 7 – Proposed terms of reference for new Property & Facilities Committee

- The oversight of the operational running and maintenance of all the built properties owned or leased by Didcot Town Council including the Civic Hall; Loyd Pavilion; Willowbrook building; Outside Services Depot and the new Edmonds Park Pavilion.
  - The car park will also be under this Committee but the outside spaces at the Civic Hall and Willowbrook will be under the Environment & Climate Committee.
  - The Committee will have responsibility for its own budget.
  - Consideration of ways in which existing provision can be improved having due regard to the needs of existing and future users – and the expectations of Didcot residents.
  - Consideration of information in respect of capital projects at the DTC properties (major and minor) including inviting and considering quotations for such work. The Committee shall NOT have the power to make decisions on such matters outside of their budget but, in these cases will make recommendations to the Town Council.
  - The Committee shall consider the level of hire fees, annually, and make recommendations to the Finance & General Purposes Committee
  - The Committee will make recommendations to the Council following any investigation or review of any matter relating to the purchase, sale or disposal of property.
  - The Committee shall take measures to address the Climate Emergency for the Council and to assist other Committees in dis-charging their responsibilities towards tackling the emergency in all projects.
  - Making representations to the appropriate authority on matters relating to the provision and maintenance of externally controlled property and buildings within the town providing leisure facilities for residents and visitors.
10. The Committee shall have delegated authority to spend within its authorised annual budget for interior and exterior maintenance.

Janet Wheeler  
Town Clerk  
January 2021