

ARTHURET PARISH COUNCIL

Property & Playing Fields Committee Terms of Reference

The Property & Playing Fields Committee is constituted as a standard committee of Arthuret Parish Council

These terms of reference are to be endorsed by Arthuret Parish Council and applied in conjunction with and be subject to Arthuret Parish Council's finance standing orders

The primary objective of the committee is to oversee the maintenance programme for all assets within the ownership of Arthuret Parish Council including land, buildings and equipment

Works undertaken and all expenditure must be approved in accordance with Finance Regulations and APC must see a Public Liability Insurance document for contractors

The Clerk and RFO has spending approval up to £500

Undertakes Risk Assessments/Asset Review for all Council assets monthly, quarterly or annually and makes recommendations to Council for works.

Composition of the Property & Playing Fields Committee

The Property and Playing Fields Committee will comprise of a minimum of three Councillors from the full membership of the Parish Council

The Committee will select, by vote, if necessary, the chairman of the Property and Playing Fields Committee. Minimum numbers for quorum will be three Councillors and the Clerk/RFO

The Clerk/Responsible Financial Officer (RFO) shall be a standing member of the Property and Playing Fields and responsible for the proper administration of the Parish Council's financial affairs. The Clerk/RFO has no voting powers within the Committee

The Clerk/RFO is responsible for the maintenance of any documents and records that are necessary for the effective fulfilment of the Committee's duties as listed above

Meetings will be held as necessary

Interests

If a committee member has a personal interest in any items on the agenda, then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. If the Committee or the Member who has declared an interest then considers the interest to be prejudicial, they must withdraw from the room during consideration of the agenda item to which the interest relates and have no voting powers on such items

Public participation

Agendas for the Property and Playing Fields meetings will go on the APC website three days in advance of meetings, members of the public are permitted to submit comments to the Clerk for consideration

Minutes of meetings will be published online following the meetings