

## PROPERTY MAINTENANCE COMMITTEE

1. The Committee, a standing committee of the Council, shall comprise Councillors (normally 7) elected at the Annual Council Meeting plus, ex officio, the Mayor and Deputy Mayor.
2. The Committee will meet monthly except for the month of August.
3. A quorum of the Committee shall be 50% of the members (Standing Order 36).
4. The business of Committee meetings shall be conducted in accordance with the published agenda. Items of an urgent nature (whose subject is covered under paragraph 9 below) but which are not on the agenda may be admitted at the discretion of the Chairman, and by resolution of the Committee.
5. The business of any meeting will be minuted and reported to the Council for ratification.
6. Estimates of expenditure for any financial year shall be agreed by the Committee and submitted in writing to the Clerk in accordance with Standing Order 44. This estimate should include the cost of any item known to require replacement in the FY and should specify whether monies have previously been put aside for this replacement (see below).
7. Concurrent with the submission of its annual estimates of expenditure, the Committee shall recommend to the Council any provision that should be set aside for the eventual replacement of capital items.
8. The Committee may resolve expenditure for approved budget items and, up to a limit of £500, for any single unbudgeted item without further reference to the Council provided that such expenditure does not cause the approved budget to be exceeded. Recommended expenditure in excess of this limit shall be minuted and will be ratified by the Council with the minutes. In an emergency, and in consultation with the Clerk and the Chairman of the Finance and Development Committee, the Chairman or Vice Chairman may authorise payments, such payments to be subsequently ratified by the Committee.
9. The Committee shall be responsible for managing the usage, care, maintenance and upkeep of:
  - a) The Public Hall Complex including all fixtures, fittings and equipment except for office furniture and equipment in the general office and that of the Clerk.
  - b) The Guildhall Complex (including the shops) including those fixtures, fittings and equipment that are owned by the Council.
  - c) The Forester's Hall Complex including all fixtures, fittings and equipment owned by the Council (even though it may be on loan to the Museum).
  - d) The Fountain
  - e) The War Memorial
  - f) The Pipe Well- and shall be responsible for:
  - g) The periodic review of letting/hire charges and rents etc. of Council property in order to maximise both usage and receipts.
  - h) The employment of caretaking, cleaning and maintenance staff including their remuneration, conditions of service and other HR matters.
10. The Committee may wish to nominate specific members or sub-committees to take the lead on particular items of its remit where this would be advantageous due to specialised knowledge etc.