

APPENDIX C

ESTATE MANAGEMENT COMMITTEE – TERMS OF REFERENCE

Membership to comprise the Town Mayor and/or Deputy Town Mayor, and no more than 7 members appointed at the Annual Meeting.

Pursuant to Standing Order 4d-iii, the quorum of the Estate Management Committee shall be no less than 3 Councillors.

The meetings of the Estate Management Committee will be scheduled no later than the April Town Council meeting for the following Council year.

The Estate Management Committee should regulate and control the Council's property in accordance with Council policy; in particular:

- the Estate Management Committee shall inspect all Council properties on at least one occasion in each Council Year and shall report on their state and condition to the Council make plans for repairs and maintenance or special works;
- arrange the preparation of leases and rents and to review and set them as necessary.
- to consider and agree applications for lettings of the Council properties.
- to agree works to properties up to a limit of £3000 providing this amount is within budget. Requests for out of budget expenditure or for costs over £3000 must be referred to Full Council;
- to ensure a budget for the next year is provided to the Finance and General Purposes Committee by the October of every year;
- to develop a three to five year plan of activity and projects for submission to the Finance and General Purposes Committee by the October of every year.