

IVYBRIDGE TOWN COUNCIL

TERMS OF REFERENCE:

ASSETS COMMITTEE

The Ivybridge Town Council Assets Committee is responsible for the town council's built assets - The Watermark and Town Hall, and its parks and open spaces - Filham Park, Victoria Park, MacAndrews Playing Field, and other council owned/managed amenity spaces. The committee is also responsible for the management of Woodlands Cemetery and associated buildings, and maintenance of specified public amenity land, including verges.

Appointment

Committee members shall be appointed at the annual meeting of the Town Council or in the case of a resignation, at an ordinary council meeting.

Membership and quorum

The membership of this committee shall be 9, comprising the Council Chair (Town Mayor) and Council Vice-Chair (Deputy Mayor) (ex-officio) plus 7 other members. The quorum of this committee shall be four (4).

To ensure effectiveness of this committee and decisions taken by it, members are encouraged to undertake relevant training, and to keep up to date on relevant policy or legislation changes.

Frequency of meetings

Meetings shall be held every six (6) weeks, or as the committee meetings schedule requires. There shall be a meetings sabbatical in August. All committee meetings may be subject to cancellation if there are no items for the agenda or there is no quorum (sufficient legal number of Members in attendance).

Ex-officio members

The Council's Chair (Town Mayor) and Vice-Chair (Deputy Mayor) are appointed to this committee ex-officio.

Committee Chair

The Chair of this committee is elected annually at the annual meeting of the Town Council, and shall serve in this position until the next annual meeting of the council, unless the Chair resigns from the position, resigns from the council or becomes disqualified from being a member of the council.

Committee Vice-Chair

The Vice-Chair of this committee is elected annually at the first meeting of the committee following the annual meeting of the council, and will serve in this position until the next annual meeting of the Council unless the Vice-Chair resigns from the position, resigns from the council or becomes disqualified from being a member of the council. In the absence of the Chair, the Vice-Chair shall deputise.

Terms of reference review

The council shall review and determine these Terms of Reference at the annual meeting of the council.

Committee responsibility

The committee is granted full delegated powers to make a council decision regarding management and operation of town council's assets. This will include delegated authority to act as per the items below:

- a) Implement strategies that ensure facilities such as the cemetery, sports and leisure facilities, play equipment, parks and open spaces are maintained to a sufficient standard taking into account relevant safety requirements
- b) Monitor use and consider further appropriate development and improvements to the cemetery, sports and leisure facilities, play equipment, and parks and open spaces
- c) Consider operational policies, procedures and charges for the cemetery and open spaces
- d) Operate the cemetery in accordance with the requirements of the agency agreement with South Hams District Council
- e) Monitor and identify appropriate s106 contributions for town council open spaces and built assets arising as part of development obligations for Ivybridge
- f) Act as consultee for leisure facilities in the ownership of others, and on the development of sports and recreation facilities
- g) Develop and implement a Management Agreement with the support of an external consultant, applying for funding as appropriate, in respect of Longtimber and Pithill Woods
- h) Monitor the Agreement with Ivybridge Allotments Association
- i) Monitor agreements with providers of sports and leisure facilities within Filham Park, together with leases or organisations/clubs within the park area
- j) Monitor the Parish Paths Partnership (P3) agreement with Devon County Council
- k) Consider the grass-cutting contract at appropriate intervals, and monitor verge cutting agreement with Devon County Council
- l) Implement strategies that ensure the Town Hall and Watermark facilities are maintained to a sufficient standard taking into account relevant safety requirements
- m) Consider further appropriate development and improvements to the Town Hall and Watermark facilities
- n) Consider usage of hireable and leased spaces within The Watermark and Town Hall, including operational policies, procedures and charges for both
- o) To consider the financial and service obligations of The Watermark, as identified and developed by the town council
- p) Ensure sufficient provision of office accommodation and equipment within the Town Hall and Watermark, and for the Parks team
- q) Review the arrangements for joint working with other organisations operating from The Watermark, and to identify other potential joint working for that facility and the Town Hall
- r) Apply for grant funding to support the work of the committee and deliver improved services
- s) Appoint consultants to support the work of the committee within the budget or grants allocated
- t) Consider promotion of council assets as community facilities
- u) Explore projects relating to infrastructure, health and other facilities for the town

- v) Respond as consultee to consultation documents within the terms of reference of the committee

All correspondence shall be conducted through the Town Clerk.

Arrangements for delegation to Officers

In addition to delegated authority detailed in the town council's Scheme of Delegation and governance documents such as Standing Orders and Financial Regulations, specific delegation is given by the committee to:

The Watermark Manager, with reference to the Town Clerk & RFO, to recruit catering assistants and casual staff and take day to day decisions to enable The Watermark to function efficiently.

Such appointments of staff shall be notified to the next available Assets Committee meeting.

Governance

- a) To set a budget for the forthcoming financial year, if appropriate, in accordance with the council's Standing Orders
- b) To implement items and resolve actions relating to income and expenditure as set out in the council's annual budget and reserves specific to the committee's activities
- c) Where matters have been delegated to this committee for approval, it shall comply with all council's policies, protocols, systems and procedures, including Standing Orders and Financial Regulations and any other statute or codes within legislation
- d) This committee may make recommendations to the town council on relevant matters for which it has no delegated authority and may be given delegated powers by full council to take action on relevant matters

Alternative formats

Disability Discrimination Act 1995 and Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. Copies of this document in large print (A3 format) or larger font size, or any tables contained within this document in a screen reader accessible format can be made available on request from the council office or by telephoning 01752 893815 or by emailing the Town Clerk's office townhall@ivybridge.gov.uk

Version	Date	Comment
V1	July 2024	Adopted by Council