

Property Maintenance Sub Committee

Composition:	Eight members
	Chairman and Vice Chairman to be elected from the members of the Sub Committee at the first meeting in each Council Year.
Quorum:	Four
Meetings:	As required
Timing:	6:30pm
Venue:	Guildhall
Reports to:	Services Committee / Full Council
Remit:	To oversee the repair, maintenance and future work security programmes for all Town Council assets.
Last Reviewed:	March 2024

Commented [DJ1]: Not required

Commented [DJ2]: Added here for clarity and formatting

Terms of Reference and Matters Delegated to the Committee:

~~Finance delegated authority: Expenditure up to £20,000 on any separate occasion within the budget~~

Delegated authority to approve expenditure up to £20,000 per individual instance, provided it falls within the approved budget.

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1. To oversee the repair, maintenance and future work programmes for the following for all Town Council properties ensuring they are safe, functional and fit for purpose:

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- The Guildhall
- Library
- Saltash Heritage building
- Isambard House
- Longstone depot
- The Maurice Huggins Room
- Pontoon and Cabin

- Public toilets
- Outdoor land and fences

2. To ensure that all Town Council buildings meet current and anticipated accommodation needs requirements are met.
3. To ensure that all properties owned or managed by the Town Council comply with legal health and safety standards, meet relevant regulatory requirements, and provide a safe environment for all users.
4. To oversee procurement of property maintenance delivery, recommending to Services / Full Council as required.
5. To review the Town Council five-year repair and maintenance plan together with the Services Committee budget statements.
6. To ensure the committee considers environmental impacts and, where possible, implements energy efficiencies, waste reduction, and the use of eco-friendly materials.

Matters not delegated to the Sub Committee:

Any matter falling within the remit of the Sub Committee which involves the introduction of a new policy or changes to existing policy, ~~future direction and strategy-~~ or affect the strategic direction of the Town Council.

These terms of reference shall be reviewed annually or as required.

Terms of Reference last updated: 03.2024

Commented [DJ5]: Provides additional clarity

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Commented [DJ7]: Added for clarification

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Commented [DJ9]: Reworded for clarity

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