

Beer Parish Council

Terms of Reference

Assets & Property Portfolio – Terms of Reference

Membership: Five members of the Council – a Portfolio Holder will be appointed out of this membership

Delegated Powers: None

Areas of responsibility:

1. Oversee the maintenance programme for all assets within the ownership and/or management of Beer Parish Council, including land, building and equipment:

- Ash Hill play area & equipment
- Townsend Coach & Car Park
- Meadows Parking Bays incl land subject to lease
- Land that sites the Heritage Centre
- Council depot in Clapps Lane
- Street furniture (stone flower troughs, conduit, pump, telephone kiosk, bus shelters)
- War Memorial
- Defibrillator
- Land at Little Hemphay (leased from Clinton Devon Estates)
- Cowerslea Way (gifted by Clinton Devon Estates)
- Short Furlong to Little Hemphay footpath (gifted by Clinton Devon Estates)
- Other areas as they are added to the asset portfolio

Note: All maintenance programmes agreed by Council.

2. Oversees the work programmes of parish Workman and contract work where appropriate.

Note: All work programmes agreed by Council.

3. Works in conjunction with P3 Coordinator to monitor network of local footpaths.

Portfolio representative is P3 Coordinator.

4. Undertakes Risk Assessments for all Council assets annually and makes recommendations to Council

5. Works with Environment and Community portfolio where community groups undertake maintenance or project work.

Process:

1. Membership of the Portfolio to be appointed at the Annual Council Meeting in May each year.
2. The Portfolio holder (or other member) produces a monthly progress report to Council to include recommendations regarding programmes of work, specifically where there is a funding implication.
3. The Portfolio group does not meet formally but can convene “task & finish” groups for specific projects as necessary. Notes of “task & finish” group meetings will be kept but will not be published as Council minutes. There will be no quorum or formal voting but decisions made based on a consensus of those in attendance. A record of attendance will be kept.
4. Non-Councillors can become members of the Portfolio to help with workload or where there is a skills shortage. Non-Councillors can attend “task & finish” groups.

The Parish Council's Code of Conduct applies to those Councillors who form the membership of this Portfolio. It is incumbent on all members of the Portfolio to declare relevant interests as appropriate.

The Terms of Reference for the Portfolio will be reviewed annually by Beer Parish Council.

Signed: *Geoff Pook*

Name: Geoff Pook

Position: Chairman of Beer Parish Council

Date: 9 July 2019