

Terms of Reference

Assets Working Group

Overall Purpose:

To work in conjunction with Officers to:

- Provide preliminary resource assistance and support to take the Council's 3 year project plan forward in relation to its assets. This includes the provision of quotations
- Assist in working to settle aged issues relating to the Council's assets
- Annually review Council fees and make recommendations to Council
- Annually review the Council's insurance provision in relation to its assets and make recommendations to Council
- Plan a way forward for the Council's assets to be as energy efficient and carbon neutral as possible and for its natural resources to be protected and where possible extended
- Prepare a draft policy on the management of Council assets
- Review and annually audit the asset register to support the external audit process

Membership

- Membership of this group is open to all Councillors of Clipstone Parish Council
- The working group is to be made up of at least three Councillors but will not exceed five
- Quorum for a meeting will be a minimum of three

Meetings

- The working group will agree a schedule of meetings up to May 2023 at its first meeting
- The schedule of meetings will be shared with fellow Councillors and with the Clerk
- A meeting of the working group is not subject to the requirements of issuing a public agenda
- The working group will elect a chairman at its first meeting

- Working group meetings will not be Officer-attended therefore a Councillor will be required to take the notes of the meeting

Voting

- Councillors who are not Assets working group members may attend meetings but cannot not vote
- Non-members of the working group may participate in the debate with the permission of the working group chairman

Accountability

- The written notes from the Asset working group will be made available to the following Council meeting
- In the absence of prepared written notes the Chairman of the working group will provide a verbal report to Council
- The notes will be retained as a Council record of the working group meeting

Powers

- The working group is advisory and has no budgetary responsibilities

Asset list

- Clipstone Parish Council Village Hall, Church Road
- Clipstone Cemetery
- Land owned or leased by Clipstone Parish Council
- Items on the asset register

Assets out of scope of the Working Group

- The former Squash and Sauna Building