



## Asset Committee Terms of Reference

### Overall Purpose:

The purpose of the Asset Committee is:

- To support Clipstone Parish Council to provide the best use of its facilities, public spaces, amenities, information, recreational facilities, and any other community-based service within its influence, for the people of Clipstone and the surrounding area.
- To provide a draft policy and management plan for the Council's assets as below:
  - The village hall
  - Cemetery
  - Land owned, leased, or managed by Clipstone Parish Council
  - Items included in asset register
  - Squash and Sauna building (the committee will investigate potential to have this asset managed by third party on behalf of the council).
- To carry out adequate public consultation (as required), and to use responses from public consultation in establishing a plan for the improvement and development of the parish, for the benefit of the community.
- To create a plan and draft policy for energy efficiency improvements and seek to attain carbon neutrality for all council assets. Work towards achieving Councils aspirations.
- To examine and work towards a resolution of any major issues affecting Council assets.
- To annually review Council fees and make recommendations to Council.
- To annually review Councils insurance provision in relation to its assets and make recommendations to Council.
- To annually review and audit the asset register

### Sub committees

- The Asset Committee may establish Sub Committees for the fulfilment of its purpose.
- Sub Committee(s) will have a defined role / objective.
- Sub Committee(s) will have a Terms of Reference and their meetings will be

documented.

## Membership

- Membership of the Asset Committee is open to all Councillors of Clipstone Parish Council.
- The Asset Committee will consist of at least three Councillors and will not exceed six.
- Quorum for a meeting will be a minimum of three.
- Sub Committee membership will include a core group of Councillors, any interested members of public and subject matter experts as appropriate.

## Meetings

- The Asset Committee will meet twice annually, with the option to call extraordinary meetings as necessary.
- A schedule of meetings will be agreed at the first meeting.
- The Asset Committee will elect a Chairman at its first meeting, and annually thereafter.
- The Asset Committee will adhere to Clipstone Parish Council Standing Orders, Code of Conduct, Financial Regulations, and all other policies in place at that time.
- Asset Committee meetings will be held at Clipstone Village Hall, Church Road, Clipstone.
- Sub Committee meeting(s) may be held at Clipstone Village Hall, Church Road, Clipstone, or at another suitable venue, dependent on anticipated attendance figures.

## Voting

- Councillors who are not Asset Committee members may attend and contribute to meetings, however cannot vote.
- Non-members of the committee may participate in the debate with the permission of the Asset Committee Chairman.

## Accountability

- The minutes of the Asset Committee will be made available to the following Council meeting and retained as a Council record of the meeting.
- For reasons of expediency, Sub Committees will report back to the next Asset Committee or to the next full Council meeting, whichever is first.

## Powers

- The Asset Committee is advisory and has no budgetary responsibilities.