

Assets and Environment Committee

TERMS OF REFERENCE

1. Membership and frequency of meetings
 - (i) The committee will consist of seven councillors, plus the mayor and deputy mayor as ex-officio members.
 - (ii) The quorum of this committee will be one third of its members, rounded up to the nearest whole number, with a minimum of three members applicable
 - (iii) Any councillor who is not a member of this committee may, unless the council otherwise orders, be entitled to be present as a spectator, but not to speak or vote, unless by invitation of the chairman
 - (iv) The committee will normally meet bi-monthly, with the frequency and timings of the meetings to be agreed by the committee
 - (v) The chairman and vice-chairman will be voted in at the first meeting after the Mayor Making Meeting and will then preside until the next Mayor Making Meeting.

2. Terms of Reference
 - (i) To consider and make representations to council as to land and property use
 - (ii) To consider all matters in relation to traffic management, including parking matters, highways, public transport, cycling, pedestrians, horse riding and street lighting
 - (iii) To oversee the day to day operation of the allotments, as carried out by the Beccles Allotments and Gardens Association in conjunction with the deputy town clerk and to review at least annually the allotment rents and tenancy agreements.
 - (iv) To manage the Friday Market, in conjunction with the deputy town clerk, and to review terms and conditions and stall charges at least annually.
 - (v) To oversee all aspects of the management, maintenance, security and the day to day running of council assets including the setting of charges not already covered by a lease term
 - (vi) To manage and maintain any council equipment, including office equipment and CCTV systems
 - (vii) To develop policies and procedures for any council owned land, property and equipment

3. Delegated Powers

- (i) The committee, along with the responsible financial officer, will have the power to spend the budgets of the following cost codes, once the budgets have been approved by council for the year. The committee must comply with the council's Financial Regulations at all times:-
 - (89) Industrial Units
 - (261) Trees
 - (264) Property Repairs
 - (277) Property Condition Survey
 - (173) Town Hall Minor Repairs
 - (174) Town Hall Decoration
- (ii) To receive recommendations from the Pride in Beccles Sub-Committee on the spending of the budgets of the following cost codes, once the budgets have been approved by council for the year. The committee must comply with the council's Financial Regulations at all times:-
 - (60) Grit Bins
 - (190) Public Seats
 - (192) Christmas Light Installation
 - (193) Christmas Light Renewal
 - (194) Christmas Light Electricity
 - (195) Pride in Beccles
 - (196) War Memorial Maintenance
 - (197) Late Night Event
 - (199) Maintenance/Repairs
- (iii) The committee has the power to vire monies between these budgets, where it deems necessary