



# ESTATES MANAGEMENT COMMITTEE

## TERMS OF REFERENCE

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### **Overview**

1. The Committee will consist of at least 5 councillors who will be appointed by the Council at the Annual Parish Council meeting each year.
2. The Chairperson and Vice Chairperson (if required) will be appointed annually by the Committee at the first committee meeting each year.
3. The Committee will meet at least 4 times per year. Other meetings may be called as and when required.
4. All councillors will receive agendas for Estate Management Committee meetings, and any councillor will have the right to attend meetings of the Estates Management Committee if they choose, and may, with the Chairperson's consent address the Committee (but not vote) before it makes a decision.
5. The Committee may delegate any of its functions to a sub-committee or sub-committees. The committee and any sub-committees are subject to all applicable Standing Orders of the Council.
6. The Chairperson of the council shall be an ex officio member of the committee and shall have voting rights.
7. The town councillor appointed to attend the Town Hall Committee meetings should be present for the meeting to contribute to the issues/solutions for the town hall. The representative will not have voting rights unless they are a member of the Estates Committee.
8. The Estates Operative may be invited to the meeting to provide an update report and valuable insight into issues and resolutions but shall not have voting rights and may be asked to leave at the discretion of the Chairperson.
9. Committee members who are not able to attend the meeting may ask a fellow councillor to substitute for them at the meeting. The committee member is responsible for finding the stand in. The clerk must be advised before 5pm on the evening of the meeting for the substitute to take part in the meeting – no exceptions. The substitute is not obliged to vote in a line with the committee members wishes.

### **Committee Budget**

1. Each year the committee will provide feedback to the Town Council on expected expenditure required in the budget for areas within its responsibility so that this can be considered when setting the Council budget.
2. The committee (and any sub-committees) shall have authority to incur expenditure without reference to the Town Council for the management of the areas of

responsibility listed below, subject and up to the agreed limit set within the Council budget. Expenditure in excess of the budget must be authorised by Council.

## **Responsibilities**

The committee has delegated authority from Caistor Town Council to make decisions, complete inspections and resolve issues on the following areas of Town Council business:

### **1. Cemetery**

- a. To set the fees for all services relating to burials.
- b. To provide burial registers/computer software and to keep records of all burials, memorial applications and reservations for grave spaces.
- c. To maintain the trees, hedges, fences and pathways in the Cemetery.
- d. To arrange memorial inspections and testing
- e. To carry out annual risk inspections and keep a record of the findings

### **2. Allotments**

- a. To set and review rents.
- b. To maintain un-let plots.
- c. To supply water.
- d. To maintain boundary fence, hedges, gate, and pathways
- e. To hold regular meetings with the allotment representatives (if appointed).
- f. To organise the best kept allotment competition (if required).
- g. To receive feedback from the inspections carried out by the Clerk and keep a record of the findings

### **3. Play areas: Millfields, South St Park, Sports Ground**

- a. To maintain, repair and replace the equipment as necessary.
- b. To receive feedback from the monthly inspections and keep a record of the condition of the equipment.
- c. To arrange the annual RoSPA safety inspection.
- d. To cut and strim the grass.
- e. To maintain the trees, hedges, fences and signs

### **4. Town Hall and Sports and Social club – Maintenance and Repairs**

The Estates Committee shall be responsible for the management, maintenance, and upkeep of the Town Hall and Sports & Social Club buildings (per the lease/agreements), including ensuring that the buildings are maintained in a safe, functional, and presentable condition.

This responsibility includes: Overseeing routine maintenance and inspections; Identifying and prioritising repair works; Monitoring the condition and use of the building; Making recommendations to Full Council regarding significant works or expenditure, where required under the Council's financial regulations

The Committee may appoint a sub-committee to oversee matters relating to repairs and maintenance of the Town Hall and Sports & Social Club buildings. Any such sub-committee shall:

- a. Operate under clearly defined Terms of Reference approved by the Estates Committee
- b. Have delegated authority only as expressly agreed by the Estates Committee
- c. Report regularly to the Estates Committee and make recommendations as appropriate

- d. Not incur expenditure beyond any approved budget or delegated limits

The Estates Committee shall retain overall responsibility and accountability for the Town Hall and Sports & Social Club buildings and any sub-committee established under this provision.

**5. Churchyard and Congregational Churchyard (closed churchyards)**

- a. To cut and strim the grass
- b. To maintain the pathways and boundaries
- c. To maintain the trees as necessary
- d. To arrange memorial inspections and testing
- e. To carry out annual risk inspections and keep a record of the findings

**6. Open Spaces – Sports ground, South St Park**

- a. To cut and strim the grass
- b. To maintain trees, hedges and fencing
- c. To carry out annual risk inspections and keep a record of the findings
- d. To oversee any maintenance work completed by the licencees/leasees

**7. Parish Paths**

- a. To cut and strim the grass' at least twice between April and September.
- b. To carry out annual inspections and provide feedback to the responsible authority.

**8. Council Property and Equipment**

- a. To carry out an annual review of the benches, bins, notice boards, signs, and grit bins owned by the Town Council.
- b. To maintain, repair and replace the benches, bins, notice boards, signs, and grit bins as necessary.
- c. To provide, maintain, repair and replace maintenance equipment.
- d. To carry out an annual review of the Asset Register and update as necessary.
- e. Ensure that any new and existing property/equipment is adequately insured.

**9. Town**

- a. Cutting of the grass verges on behalf of Lincolnshire County Council.
- b. Weed treatment in the town on behalf of Lincolnshire County Council (if appropriate).
- c. Work to improve the appearance of the town by the Town Council staff and volunteers

**10. Licences and Leases**

- a. Liaising with the sports groups and other licencees
- b. Regular meetings with licencees and leases where appropriate

**11. Estates Staff**

- a. To organise/book places on courses to address any training needs.
- b. To advise the Personnel and Finance Committee on staffing requirements.
- c. To provide safety equipment.
- d. To comply with health and safety regulations
- e. To consult with council employees and consider their views

**Other functions**

1. To deal with any matter that a meeting of the Town Council considers appropriate to be referred to the Committee.