

## **Assets & Services Committee**

### **Terms of Reference and Code of Conduct**

#### **Purpose**

To Manage the Town Council assets ensuring that they are promoted and maintained as appropriate

#### **Principles**

That the Assets & Services Committee will undertake its duties in a transparent and fair fashion.

#### **Responsibilities**

**Allotments:** To determine and implement a policy and strategy for the allotments

**Public Toilets:** To determine and implement a policy and strategy and operations for the public toilets.

**Land:** To determine policy and strategy and ensure the effective maintenance of all land, e.g. Town Park, Open Spaces etc

**CCTV:** To determine policy and strategy for the CCTV

**Market:** To determine policy and strategy for the market including its promotion

**London Rd Building:** To determine policy and strategy for maintaining, refurbishing and improving the London Road building. To manage the improvement and development program of the site as a whole including the land to the rear of the building and the adjacent vehicular access. To implement any terms of agreement for occupancy of any areas of the building and to set rents and rates where applicable. To monitor the income and expenditure of the building.

**Defibrillators:** To determine policy and strategy for and maintain the defibrillator and purchase additional as required

**Arboretum/Memorial Gardens:** To determine policy and strategy for maintaining and improving the Memorial Gardens including the shelters, paving, asphalt, lighting, railings and gardens.

**Memorial:** To preserve the War Memorial and other related memorials

**Station Building:** To determine policy and strategy for the station building and its tenants.

**Council Policies:** Develop and recommend policies relevant to the committee and submit to full council for approval

**Communications:** To prepare reports on specific items or general progress for the Council and public documents/website

## **Membership**

In accordance with Standing Order 4 the membership and the Chair of the Committee will be determined by the Council annually.

In accordance with Standing Order 4 unless the Council determines otherwise, the Committee may create working groups and sub committees of which members may be non-Councillors.

## **Method**

The Assets and Services Committee will engage and consult with any representatives of relevant authorities, interested parties, user groups, professional bodies, land owners and the public, as necessary to further the responsibilities listed.

The Assets and Services Committee meetings (including meeting dates, co-opting members of the public) are governed by the normal rules and procedures as set out in HTC's Standing Orders and by NALC/SALC recommendations for such meetings.

The Assets and Services Committee may from time to time and as required engage the services of professional bodies to further its responsibilities.

The Committee has the authority to make decisions within the scope of its responsibilities and its agreed annual budget.

The Committee may not exceed the budget without approval of the Council.

All decisions and actions of the Committee will be implemented by the Town Clerk and/or delegated to the relevant staff unless the Committee has appointed a councillor for a specific task. The Clerks' day to day responsibilities for the assets under 'Responsibilities' are briefly laid out in the agreed 'Proposals for Committee responsibility V3 6th October 2021' agreed by the Council – minute ref 68.11 (1<sup>st</sup> November 2021)

## **Code of Conduct**

All Committees members, including those of sub committees and working groups, must abide by the principles and practice of the Town Council Code of Conduct including declarations of interest, both pecuniary and non-pecuniary, a copy of which will be supplied to all members.

The Committee will abide by the following principles:

- i. Be clear and open when their individual roles or interests are relevant or in conflict with the matter under discussion.
- ii. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief;
- iii. All communications from the Committee and individuals on the Committee should be via the Clerks' Office and in line with the relevant Council policy. Individuals on the Committee may not independently issue any information or personal views of any kind related to the Committee and its responsibilities through the use of any kind of media.
- iv. The Committee has the authority to remove non-Council members on sub committees or working groups of the committee found in breach of the Code of Conduct.

- v. The Council has the authority to remove Council members of the Committee found in breach of the Code of Conduct.

### **Changes to the Terms of Reference**

This constitution may be amended with the support of at least two-thirds of the current membership at a committee meeting and with the approval of the Town Council.

### **Dissolution of Committee**

The Assets and Services Committee will be dissolved by agreement with the Town Council.