

COLLINGHAM WITH LINTON PARISH COUNCIL

Playgrounds and Open Spaces

ASSET MANAGEMENT SUB-COMMITTEE

Terms of Reference

Version: 1.0 FINAL 3rd June 2025

These Terms of Reference were reviewed and adopted by the council at its meeting held on 3rd June 2025

Signed : Marianne Moses Chair  Date : 06/05/2025

1.0 Purpose

To complete an assessment of current management processes for the following council assets, and to create a proposal for their future management.

Land owned/ maintained by Collingham with Linton Parish Council including Beck Wood and the Glebe Field, the Station Lane footbridge, the perimeter fencing at CaLSA, the children's playground {and other outdoor equipment directly adjacent to}.

2.0 Membership

In accordance with Standing Order 4(b) the sub-committee may consist of both Parish Councillor and Non-Parish Councillor members. The sub-committee should comprise of no less than three and no more than six members {at least one of who should be Councillors}, with administration support from the Clerk. The Chair is to be elected, and committee members agreed at the Annual Meeting of the Parish Council each year in May.

Non-councillor members of the committee will be required to comply with the Council's Standing Orders with particular note to Disqualification prior to appointment - Section 102(3) of the Local Government Act 1972 provides that a person can be appointed as a non-councillor member of a committee unless they have been disqualified pursuant to section 104 of the Local Government Act 1972.

3.0 Voting

All Councillor members will have normal voting rights. The Chair will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so. The sub-committee has no delegated authority to spend. All decisions will be made by resolution at full council. The vote function at sub-committee level is to be used to propose actions or decisions which would require a proposal for a resolution to another committee or full council.

Non Councillor members have voting rights only in respect to Local Government & Housing Act 1989 s13 and Parish & Community Councils (Committees) Regulations 1990, SI 1990/2476 for:

- i) The management of land owned or occupied by the council;
- ii) The functions of the council as a harbour authority;
- iii) Any function under s. 144 of the 1972 Act relating to the promotion of tourism;
- iv) Any function under s. 145 of the 1972 Act relating to the management of a festival

The sub-committee cannot vote on any financial matters.

4.0 Convening

The Clerk will convene sub-committee meetings as and when required. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972. Minutes will be taken, approved, and retained by the Council in perpetuity.

5.0 Meetings

Meetings are open to the general public. Members of the public who attend will be given the opportunity to ask questions or make representations on matters of concern to them. Time is allowed prior to commencement of the main meeting and detailed on the agenda as public participation. Councillors who are not on the sub-committee may also attend as members of the public but cannot vote at a committee meeting.

6.0 Quorum

The quorum for the Asset Management Sub Committee shall be three.

7.0 Documents

The Clerk shall produce all documents required for the Sub-Committee's operation.

- I. Minutes of all meetings will be recorded by the Clerk or, in the absence of the clerk, by one of the councillors present at the meeting.
- II. Draft minutes will be circulated to all sub-committee members.
- III. Depending on timing, either draft or approved minutes will be received by the Playground and Open Space Committee for information only.

8.0 Full Delegated Responsibilities

The sub-committee has the specific responsibility acting on behalf of the parks and open spaces committee on the following matters:

- I. To consider the requirements to maintain each asset.
- II. To make enquiries, gathering information and talk to relevant subject matter experts.
- III. To prepare clear proposals including all of the implications associated with the change to/provision of any improvement to assets within the sub-committees agreed scope, along with its supporting financials presented in line with the financial regulations prior to requesting the parks and open spaces committee make recommendation to the full council.