



## **TERMS OF REFERENCE RHAYADER TOWN COUNCIL ASSET COMMITTEE**

### **1.0 The purpose of the Asset Committee is:**

- 1.1** To produce and maintain an accurate Asset Register
- 1.2** To manage and maintain the items listed on the council's Asset Register.
- 1.3** To manage and maintain facilities held on a licence listed on the Asset Register
- 1.4** To ensure adequate Insurance cover for all Council Assets

### **2.0 The Assets Committees responsibilities are summarised as follows:**

- 2.1** To periodically assess the general condition of any equipment or buildings at user interface in conjunction with the appropriate Committee where relevant.  
Check the fabric of the buildings, the services connected to the buildings and the procedures in place to ensure the safety of the public, Council employees or any other user are not jeopardised.
- 2.2** To complete Risk Assessments, identify hazards and take appropriate steps to mitigate against risks
- 2.3** To periodically review cost of maintaining the Assets and advise the Town Council of the adequacy of funding allocated.
- 2.4** To periodically inspect the Assets and assess their general condition, repair and refurbishment requirements to ensure that they remain fit for purpose, provide an acceptable level of service and presentation to the public and pre-empt deterioration.
- 2.5** To carry out such repair and refurbishment as detailed in 2.4 above which the Committee considers urgent or desirable, using funding already made allocated via the Precept without seeking further approval of the full Council.
- 2.6** Maintenance, repair and refurbishment requirements which cannot be financed from the funding already allocated must be approved by the Full Council.
- 2.7** Periodically review the Assets for insurance purposes and make recommendations to the Full Council.
- 2.8** Advise the Town Council of any matter which could prevent the Committee from carrying out its function or have an adverse effect on the Town Council.

### **3.0 Membership and appointment**

Membership of the Committee shall comprise no more than six (6) Councillors, plus the Mayor. Appointed annually at the Town Council AGM. Members shall be eligible for re-election. Secretarial support shall be provided by the Clerk to the Council. The Committee may invite persons on to the Committee with relevant skills and experience consistent with these Terms of Reference.

### **4.0 Chairing**

The Chair of the Committee shall be elected at the first meeting of the Committee following the AGM. The Committee will not normally appoint a Vice-Chair but if the Committee Chair is not present at a meeting, the members will elect a Chair for the meeting from amongst their number.

### **5.0 Quorum**

**5.1** The Committees shall be quorate when a minimum of three (3) Councillors are present.

**5.2** If less than three (3) Councillors are present, the business may still take place, but any decision will require ratification by the full Council.

### **6.0 Voting**

Unless an interest is declared all members shall have one vote. In the event of a tie the Chair of the meeting shall have a casting vote. Motions shall be deemed as carried when a simple majority results.

### **7.0 Frequency of Meetings**

In view of its Management function the Committee shall meet as often as is required to carry out that function efficiently but preferably not less than four times per year.

### **8.0 Record of meetings**

The Committee shall keep regular minutes of its meetings.

### **9.0 Reporting mechanism**

The Committee minutes shall be presented to the next full Town Council meeting for their information/ratification.