

## PROPERTY MANAGEMENT COMMITTEE - TERMS OF REFERENCE

### 1. Delegation

- 1.1.1 Stratton St Margaret Parish Council has agreed to adopt the Terms of Reference for the Property Management Committee at the Full Council meeting held on 15 May 2024 and has recorded the decision within the minutes.
- 1.2 Stratton St Margaret Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

### 2. Membership

- 2.1 The Property Management Committee shall consist of a maximum of FIFTEEN Councillors who shall be appointed each year at the Annual Parish Council Meeting.
- 2.2 The quorum of the Property Management Committee will be FIVE members.

### 3. Procedures

- 3.1 The Committee will operate within Stratton St Margaret Parish Council's Standing Orders, Financial Regulations and Local Government Law.
- 3.2 At the first meeting of the Committee per year members shall elect a chairman and vice chairman for this Committee, if considered appropriate, for the forthcoming year from amongst its appointed membership. The Chairman and Vice Chairman may be re-elected.
- 3.3 The Committee will agree the minutes of its meetings at the next appropriate meeting of this committee.
- 3.4 The Committee will submit a budget, if appropriate, via the Finance Committee to the Council for the forthcoming financial year at the appropriate meeting in October.
- 3.5 The Parish Clerk or the appointed Officer will provide administrative support for the Committee.

### 4. Meeting Dates

- 4.1 The schedule of meetings shall be agreed at the Annual Parish Council meeting.

### 5. Committee Functions

The Committee shall:

- 5.1 Be responsible for the setting of all fees and charges in relation to Meadowcroft Community Centre, Beechcroft Library, Pavilion and sub-letting of Grange Leisure Centre
- 5.2 Oversee the management, maintenance, upkeep and improvement of the Meadowcroft Community Centre, Beechcroft Library and Pavilion

- 5.4 Develop, oversee and promote all projects that relate to the upgrading and improvement of all indoor leisure facilities and activities provided by Stratton St Margaret Parish Council.
- 5.5 Be responsible for overseeing the Parish Council's Health & Safety Policy in all areas that the Committee manages and controls.
- 5.6 Actively support the provision of public art where appropriate within the areas of responsibility of the Committee.
- 5.7 Proactively support the development of events within the parish property and identify additional opportunities to hold events run and managed by the Council within its facilities
- 5.8 Work in partnership with all the appropriate funding bodies to help to provide, improve and upgrade indoor facilities for the benefit of the Parish.
- 5.9 Work in partnership with the Police and community officers to help to alleviate anti-social behaviour and vandalism in and around the leisure facilities under the control of the committee.
- 5.10 Investigate ways of increasing recycling opportunities within the Councils facilities
- 5.11 Actively promote and encourage sporting and recreation ventures within the leisure provision of the Parish and to liaise with all relevant sporting organisations as appropriate.
- 5.12 Actively promote all the environmental and health aspects and benefits of a healthy lifestyle.
- 5.13 Develop additional provision for specific target groups within the parish including the young and the elderly.
- 5.14 Select from its membership a person or persons to represent Stratton St Margaret Parish Council at appropriate meetings and public enquiries to represent Stratton St Margaret
- 5.15 Parish Council's previously agreed views on matters that are the responsibility of the Property Management Committee.
- 5.16 Actively liaise with Swindon Borough Council.