

# BISHOPSTEIGNTON PARISH COUNCIL

## TERMS OF REFERENCE

### ASSET MANAGEMENT COMMITTEE 2019-20

#### Type

The Asset Management Committee (AMC) is a standing committee of Bishopsteignton Parish Council (BPC).

#### Purpose

- To review any issues relating to the condition of, maintenance of, purpose and use of all assets as listed in the Asset Register.
- To create new recreational opportunities and facilities for the community by the development of these assets, regularly liaising with parishioners to ensure needs are met to the best of the Parish Councils ability and means.
- To liaise with other organisations in the village to best utilise and develop the assets
- To maintain and develop the Cemetery

#### Membership

- BPC require up to 7 BPC members on this committee. Appointment of members shall be determined at the AGM of the Parish Council. Appointment of the committee Chairman and Vice-chairman shall be determined by the committee at its first meeting following the AGM.
- The election of additional Parish Council members must be by recommendation of the committee to the full Parish Council, or at the request of a Parish Council member and agreed by a majority, at a public meeting.
- The co-option of additional members is not required by this committee.
- A meeting of this committee is quorate when at least 3 committee members, who are Parish Councillors, are present.

#### Current Membership

- BPC members with voting rights:- Cllr. K. Benham, Cllr. T. Davey, Cllr. J. Grimble, Cllr. K. Lambert, Cllr. H. Merritt, Cllr J Parkes & Cllr. R. Moore
- The Committee Chairman is **tbc**; Vice-chairman is **tbc**.
- Administration to be carried out by BPC Clerk/Proper Officer & RFO:- Mrs. K. Ford

#### Meeting arrangements

- The AMC shall meet at least six times per year and additionally if necessary.
- Meetings shall be held at Bishopsteignton Community Centre, Shute Hill, Bishopsteignton. TQ14 9QL.
- Occasional site meeting may be required, details provided with agenda.
- Meeting shall be conducted under Bishopsteignton Parish Council Standing order, 02.07.18.
- The distribution of agendas and minutes is in accordance with BPC standing orders.

#### Reporting -

- The AMC will report to the Full Parish Council.
- Minutes of the AMC meetings will be provided to members of BPC for approval at the next meeting of BPC.

#### Resources and budget

- The AMC will not have responsibility for any expenditure.
- Where expenditure is required a minimum of 3 invitations to quote will be sent. Quotations received shall be reviewed by the AMC and the most suitable presented by recommendation to the full council at the next meeting of BPC.

#### Review

- These Terms of Reference will be reviewed annually; at the next meeting of the AMC following an AGM of BPC.