

Newcastle Higher Community Council



Terms of Reference for the Maintenance Committee:

Adopted by resolution: 12/04/2022

1. Objective

To manage aspects of the Council's properties listed under delegated powers ensuring that properties are well maintained and compliant with all relevant standards and legislation.

To manage the early stages of Council contracts e.g. specifications and seeking of quotes, and to make a recommendation to Full Council regarding quotes received.

To make recommendations to Full Council regarding any legal issues in relation to Council managed property.

2. Membership:

The committee shall comprise 5 members in total.

- 5 members to be elected at the Annual Meeting of the Community Council in May.
- Members are appointed until the following Annual Meeting of Council or a resignation, either from the Committee or Council.

3. Chair/Vice Chair

To be elected annually at the first committee meeting following the Annual meeting of the Community Council.

4. Quorum

The quorum of the committee shall be 3 Community Council members.

5. In attendance

The Proper Officer may be requested to attend any meeting.

6. Frequency of Meetings

- The Committee shall meet 2 times per Annum with key objectives, not excluding other issues noted, April (Rights of Way), July (Christmas Lights), October (Hanging Baskets), February (Maintenance Contracts) with further Committee meetings held as often as required, by full Council, the Clerk, or the committee.

- Meetings shall be scheduled for 7 days after a Full Council meeting. (This will normally be a Tuesday)
- The Proper officer will 'call' the meeting and summon members to attend in accordance with standing orders.

7. Public participation

- The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders. If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 where the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item. Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

8. Voting

- Only appointed committee members may vote and participate at a meeting. In the case of an equal vote the Chairman of that meeting shall have a second or casting vote.

9. Appointment of Working groups:

- The Committee may as it feels fit appoint working parties made up of no less than 2 members of the committee, to undertake work relating to any of its duties or responsibilities and report back to the Committee, the Committee will determine the terms of reference for the working group.

10. Minutes

- Minutes of all meetings will be recorded by the Proper Officer (or delegated) and circulated to all members of the committee and to all Full Council members.
- All resolutions and recommendations made to Full Council shall be recorded in the minutes of the appropriate meeting.

11. Accountability and Scope

- The Chair of the Maintenance Committee is responsible for performing contractor spot checks and contract reviews reporting back to the committee as and when necessary.

12. Delegated Powers:

The Maintenance Committee has delegated powers for the following:

The committee has full delegated powers for the below matters provided that decisions do not exceed the set annual budget for that area: (Where funding is required outside of agreed budgets decision making must be referred to full council.)

- Maintenance and policies, related to the Council's recreational ground, including the Pheasant Field, Aberkenfig Square and Aberkenfig Woodland.
- To approve and manage a schedule of maintenance for the Council's Sports and Leisure facilities.
- To deal with the maintenance and management of trees on the community Councils managed properties.
- To manage the maintenance, inspection and development of the grounds managed by the Community Council.

- To manage any matters related to the allotments in Aberkenfig.
- To co-ordinate and deal with any matter relating to footpaths, bridleways and all public rights of way, liaising with appropriate partners such as the Borough Councils as required.
- To deal with the provision of litter clearing (including providing litter and dog foul bins), bus shelters, notice and interpretation boards.
- Management of Christmas illuminations, including providing recommendation to Full Council for contractors, equipment purchases and placement of items within the wards.
- Management of Hanging Baskets within the wards, including providing recommendation to Full Council for contractors, equipment purchases and placement of items within the wards.
- To deal with any other matter that the Full Council considers appropriate to be referred to the Facilities Committee.
- Submitting of budget recommendations to Full Council.

Note: In accordance with the Local Government Act 1972 (s101) any arrangements made by Full Council for the discharge of functions does not prevent Full Council from exercising those functions when required.