



BISHOPSTEIGNTON PARISH COUNCIL

TERMS OF REFERENCE

ASSET MANAGEMENT COMMITTEE

2024-25

Type

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

Purpose

- To review any issues relating to the condition, maintenance, purpose and use of all assets, including land, as listed in the BPC Asset Register.
- To create new recreational opportunities for the health & wellbeing of the community by the developing and enhancing 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 enhance the Parish Cemetery, Lindridge Road.
- To ensure all maintenance and management projects for the listed assets and any proposed new facilities are undertaken by BPC are mindful of BPCs declaration of Climate & Ecological Emergency and the emerging Biodiversity Action Plan and in accordance with all relevant BPC policies and regulations.

Membership

- BPC require up to, but not more than, seven 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.
- Additional membership by co-option 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.
- All administration, unless delegated by the committee, will be carried out by the council's proper officer/clerk, Mrs. K. Ford.

Meeting arrangements

- The AMC shall meet at least four 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 to be confirmed within the published agenda.
- The distribution of agendas and minutes is in accordance with current BPC Standing Orders.
- Meeting shall be conducted under the terms of the current BPC Standing Orders

Reporting -

- The AMC will report to the Full Parish Council.
- Minutes of AMC meetings will be circulated to all members of BPC for information.
- Minutes of AMC meetings will be ratified at the next meeting of the AMC.

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Resources and budget

- The AMC will not have responsibility for any expenditure unless a budget is approved by BPC by resolution at a full council meeting or previously set within the BPC annual budget for the financial year.
- Where expenditure is expected to exceed £2,000 required a minimum of 3 invitations to quote will be sent in accordance with BPC Financial Regulations 5.8 (adopted 28.05.24). Quotations received shall be reviewed by the AMC and the most suitable be recommended to the full council at its next meeting .

Review

- These Terms of Reference will be reviewed annually; at the first meeting of the AMC following an AGM of BPC (held in May).

END