



Barrowby Parish Council

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Buildings and Assets Committee Terms of Reference

1. Name

The committee shall be known as the Buildings & Assets Committee ("the Committee").

2. Purpose

To ensure the effective maintenance, management, sustainability and improvement of Parish Council buildings, land, equipment and community assets, enabling safe and compliant use for the benefit of residents.

3. Scope of Responsibility

The Committee has operational responsibility for:

3.1 Parish Buildings

- Pavilion
- Reading Room

3.2 Parish Land and Community Areas

- Lowfields
- Village Green
- Play Parks
- Pony Paddock

3.3 Community Assets & Infrastructure

- Defibrillators
- Flower beds and planted areas
- RAG-managed areas
- CCTV and security systems
- Drainage and external infrastructure
- Storage and equipment

3.4 Areas of Work

- Maintenance and repairs
- Grounds and facilities management
- Tree and environmental management
- Inspections and safety compliance
- Asset-based procurement
- Prioritisation and monitoring of improvement projects

Strategic issues (e.g., disposal or repurposing of assets, acquisition of larger new assets) remain the responsibility of Full Council.

4. Authority and Reporting

- The Committee reports directly to Full Council.
- The Committee has no authority to exceed, amend or bypass the Financial Regulations.
- Minutes of all meetings will be submitted to the next Full Council meeting.

5. Membership

- Appointed annually by Full Council.
- Membership to consist of a minimum of 5 Councillors
- Quorum: 3 members, in accordance with Standing Orders
- The Committee shall elect a Chair and Vice-Chair at its first meeting following appointment.
- Co-opted members may be added for expertise in an advisory (non-voting) capacity with Full Council approval.

6. Meetings

- The Committee shall meet at least **four times per year** and additionally as required.
- Meetings will be convened by the Assistant Clerk in consultation with the Chair.
- All meetings shall be conducted in accordance with the Parish Council's Standing Orders

Public Participation

A period of up to 15 minutes shall be allocated at the start of each meeting for public participation in relation to agenda matters.

7. Responsibilities and Duties

Asset Management

- Ensure regular inspection, maintenance and repair of buildings, land, equipment and infrastructure.
- Identify and manage risks relating to parish assets in accordance with the Council's adopted Risk Assessment
- Ensure legal and statutory compliance including health & safety and environmental duties.

Procurement & Projects

- Seek quotations and commission works in accordance with the Financial Regulations.
- Monitor and prioritise improvement projects and submit major proposals to Full Council.

Financial

- Monitor expenditure against the Committee's budget and report variances to Full Council.
- Recommend use of reserves for asset renewal in the annual budget process.
- Ensure procurement and contract decisions provide value for money.

Insurance

- Review the annual insurance schedule to confirm asset accuracy and adequate cover.
- Notify the Clerk promptly of new assets, removed assets or changed risks

8. Conflicts of Interest

- Committee members must declare personal, prejudicial or pecuniary interests in any matter relating to contracts, suppliers, leases or assets.
- A member with a disclosable pecuniary interest must not participate or vote unless a dispensation has been granted in accordance with Standing Orders
- Members must not seek to influence procurement or contractor selection where any association exists.

9. Delegated Expenditure Powers

In accordance with the Financial Regulations, the following applies:

Authority	Maximum authorisation (ex VAT)
Clerk	Up to £500
Clerk in consultation with Chair of Council or Chair of Committee	Up to £2,000
Buildings & Assets Committee	Up to £5,000 within its approved budget
Full Council	Over £5,000 or outside budget

No individual councillor, including the Chair, may authorise expenditure above the thresholds defined in the Financial Regulations. No expenditure may be authorised without sufficient budget provision.

10. Budgeting and Forward Planning

- By 1 November annually, the Committee will submit a proposed maintenance and projects budget for the next financial year and any recommended reserve allocations for asset renewal, for inclusion in the Council's annual budget-setting process

11. Review of Terms of Reference

This document shall be reviewed annually at the Annual Meeting of the Parish Council or earlier if requested by Full Council.

Document control

- **Owner:** Buildings and Assets
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Buildings and Assets for formal adoption at Parish Council May 2027