

**TERMS OF REFERENCE AND DELEGATED POWERS****Name of Committee****Property Management and General Purposes Committee****Chairman and Members of this Committee**

Elections are made at the Annual Council meeting in May and terms of reference are held in the front of the Minute Book. Any changes to this are by resolution of Council and updated accordingly in the front of the Minute Book. There are 5 members and two non-councillor members (with voting rights) appointed by council.

**Quorum:** Three members.

**Reserve Members:** any parish councillor may be invited to attend as a reserve member if needed to maintain a quorum.

**Functions, delegated responsibilities/authority and powers**

Committee is responsible for operation, maintenance and management of all Parish Council buildings and open spaces, in accordance with policy of the council. To appoint Lead Councillors for specific areas to work with Parish Manager and provide support. Fulfil the Trustee responsibility for the parish council on matters relating to King Georges Field, consulting when necessary with Fields in Trust who hold a covenant on Whitwick Park and Parsonwood Hill Recreation Space (part only).

Committee/Council to instruct the Parish Manager if guests are to be invited to meetings according to need, e.g. allotment management, bowling club, tree management, grounds maintenance. All staff associated with latter report to Committee, normally through the Parish Manager. Council retains responsibility for creation of new staff positions.

Committee can make decisions, including those within the allocation of funds within respective budgets. Any recommendation outside budget will be referred to Full Council. If urgent works needed to be undertaken by the council and the endeavours to obtain 3 quotes (as evidenced) had been thwarted by lack of response, then delegated authority be granted to temporarily suspend Financial Reg 11.1.f. that required 3 quotes for works over £3,000 and less than £25,000, this suspension only to be taken following consultation by the Parish Manager with the Chairman of the Council (or the Vice-Chairman as substitute) and the Chairman of the Committee (or the Vice-Chairman as substitute). To assess and prepare annual budget recommendations to Council, including provision for future maintenance, replacement or upgrading of items for which it is responsible. If the Committee choose to refer a specific matter then recommendations are implemented only after ratification by Full Council. The Committee must at all times consider its duty to best value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights.

Delegation to Parish Manager of day-to-day matters, approval of hire requests, booking management and routine maintenance as appropriate, who will liaise with the Caretaker(s) accordingly. Parish Manager to recruit for existing staff positions if/when appointments are needed, in conjunction with support from the Committee. Expenditure authorised up to but not exceeding £500 on routine matters, which is in addition to authority for emergency repairs also up to but not exceeding £5000.

**Meeting venue and frequency**

First Thursday of each month, except August. Time according to need of members/schedule at Park Hall.

**Officers requested to attend: Parish Manager**

**Reviewed by Councillors annually at first meeting following May**

**Signed by:**

Print Name.....Signature..... Date.....  
Chairman of Committee

Print Name.....Signature..... Date.....  
Member

Print Name.....Signature..... Date.....  
Member

**SIGNED COPY IS KEPT BY THE PARISH MANAGER AND AVAILABLE ON REQUEST OR TO VIEW AT COUNCIL AND COMMITTEE MEETINGS.** Any alterations to the functions, responsibilities or powers of this Committee to be resolved by Full Council and a copy of the Minutes to be attached to this form.