



## **TERMS OF REFERENCE FOR THE ESTATES COMMITTEE OF SHIFNAL TOWN COUNCIL**

### **Committee**

The Estates Committee is constituted as a Standing Committee of Shifnal Town Council.

### **Members**

A minimum of five Councillors appointed annually at the Annual Meeting of the Town Council as voting members. Two Councillors may be appointed as substitute members in the event of apologies. The Mayor shall act as ex-officio at committee meetings.

The quorum of the Committee shall be three Council Members.

### **Voting**

Only those appointed may vote at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

### **Interests**

If a Member has a personal interest as defined by the Code of Conduct adopted by the Town Council, then he/she shall declare a such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. If a Member has declared an interest he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

### **Chairman and Vice-Chairman**

The Chairman and Vice Chairman are to be elected at the Annual Town Council meeting in May of each year.

### **Meetings**

Meetings reduced to 6 annually and held bi-monthly to address matters in relation to Council owned or managed property, land or assets.

Additional meetings may be called to the address any further matters in relation to the estate.

Meetings may be in private rather than in public due to the confidential nature of business.

## **Confidentiality**

All members must preserve confidentiality of any matter that is detailed as such by the Council or other relevant body.

## **Terms of Reference**

To review the Terms of Reference of the Estates Committee at the Annual Meeting of the Council and when necessary for the committee to make appropriate recommendations to Full Council.

## **Responsibilities**

The Estates Committee has the delegated authority from Shifnal Town Council:

- To review and agree maintenance or capital expenditure of Council owned or managed property including the Library Building, Community Hub, Old Fire Station and Public Toilets.
- To review and agree maintenance or capital expenditure of Council owned or managed land including, Shifnal Cemetery, St Andrews Churchyard, Aston Street, Priorslee Rd and Broadway Allotments, Curriers Lane, Jubilee and Wheatfield play areas and parks, land adjacent to Park Lane junction, various parcels of land identified in the 2016 asset transfer agreement, Aston Street and Kings Yard car parks.
- To review and agree maintenance or capital expenditure of Council owned or managed assets including Christmas Lights, revitalisation canopies, street lights, planters, street signs, benches, bus stop, office equipment and IT provisions.
- To review and make recommendations on Council agreed projects utilising the tendering processes detailed in Financial Regulations. To monitor progress and report periodically to Full Council on such projects.
- To comment on any consultation in regards to estate matters on behalf of the Council.
- Any decisions on expenditure must be within the agreed budget lines detailed below and within the scheme of delegation as detailed in Financial Regulations. Ongoing commitments or contracts should fall short of twelve months in duration.
- Any estate matter that the Committee considers outside the scope of its remit or is of such an impact on the interests of the community that it requires consideration by all members, shall be referred to the next available Full Council meeting.

- Any estate matter that an individual member considers outside the scope of the committees remit or is of such an impact on the interests of the community that it requires consideration by all members, shall be referred to the next available Full Council meeting.

### **Minutes**

All Minutes shall be open for inspection by any Member of the Town Council or Public in line with policies on confidential or sensitive matters.

### **Reporting to Council**

The Chair of the Estates Committee must report to Full Council in respect of the activities at meetings in order that progress and decisions may be noted and/or recommendations/referred matters debated and ratified as required.

### **Expenditure**

The committee have delegated authority to agree expenditure on estate matters under the following budget lines.

Hire of Store Room  
Repairs & Renewal: Outdoor Spaces  
Open Spaces Maintenance  
Machinery Hire & Maintenance  
Priorslee Rd Cemetery Maintenance  
Cemetery Refuse Collection  
St Andrews Churchyard Maintenance  
Allotments Maintenance  
Planters/Fertilisers/ Plants  
Xmas Lights  
Old Fire Station  
Community Hub  
Library  
Public Toilets  
Public Lighting Maintenance  
Public Lighting Renewals  
Public Lighting Energy  
Car Parks

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Ratified: 18<sup>th</sup> May 2023

To be Reviewed: May 2024