

Boxley Parish Council

Estates Committee Terms of Reference

Role

The role of the Estates Committee is the effective management of council owned property* and on the instruction of the Council the acquisition and development of additional facilities.

*Property is defined as all structures, land and equipment that is owned or leased by the Parish Council or which it has legal responsibility for.

Responsibilities

1. Parks, Playgrounds, Open Spaces, Sports Facilities Burial Grounds and Allotments.

- 1.1 The assessment, provision, maintenance, improvements and management of Parish Council owned parks, playgrounds, open spaces, allotments, outdoor and indoor sports facilities.
- 1.2 To manage the grounds maintenance for parish areas that the Council is responsible for.
- 1.3 To provide and manage the Council's Burial Ground.
- 1.4 To undertake the recruitment and appointment of a litter pickers for Parish Council owned/leased land.

2. Entertainment and Cultural Facilities

- 2.1 To undertake or arrange for the provision of relevant facilities.
- 2.2 To provide parish notice boards and interpretation boards.

3. Buildings and structures

- 3.1 To oversee all aspects of the management, maintenance, marketing, security and the day-to-day running of Beechen Hall and any other public buildings under the direct control of the Council including the determination of hire fees and terms and conditions of use.
- 3.2 To be the Designated Premises Supervisor on the Premises Licence for Beechen Hall.
- 3.3 To undertake the recruitment and appointment and determine salaries and hours for the Caretaker positions.
- 3.4 To be the point of contact for the Parish Council and take on responsibility for advising village/community halls on CCTV and all other hall related issues.
- 3.5 To maintain and manage the War Memorial, Boxley Village Green, the Lych Gate and the closed churchyard at St Mary and All Saints Church in Boxley village.
- 3.6 Manage existing bus shelters, seats, village signs etc. that are provided by the Council and where necessary add to these.
- 3.7 To ensure optimum energy and water efficiency, waste minimisation and recycling.

4. Allotments

- 4.1 To make recommendations for the purchase, sale of or appropriation of land required or held for allotment purposes.
- 4.2 To discharge all statutory functions in relation thereto under the Allotments Acts and to make recommendations as to the rent chargeable for allotment holdings.

5. Amenity Areas. To determine and undertake the maintenance of amenity areas dedicated to the Council.

6. Sporting Organisations. To liaise with sporting organisations with regard to the provision of sporting and recreation facilities within the parish.

7. Submission of Planning Applications. To deal with matters relating to the submission of Parish Council planning applications in respect of schemes previously approved by the Parish Council.

8. Village Hall Grants. To deal with requests for grants from Village Hall Grant Budget.

9. Risk Assessment. To undertake an annual risk analysis for all property.

10. Policies and Procedures. To create or develop policies and procedures for any council owned property.

Budget

1. To draft the budget and decide priority ratings for the committee. To submit budget requirements and recommendations to the Finance Committee.
2. To manage the budget and vire, where necessary, between budgets held and managed by the committee.
3. To manage, according to Financial Regulations, the contracts and tenders for any projects within the budget of the committee.

Membership

1. The Committee shall consist of up to ten councillors, including as per standing orders the Parish Council's Chair and Vice Chair.
2. The committee may appoint working parties to undertake any specific project work as necessary

Other.

The Parish Council has the right to identify issues that will be dealt with at the full meeting of the Parish Council.

The Parish Council may allocate to the committee matters outside of the above remit with the agreement of the Chair and Vice Chair of the committee.

The Committee has given delegated powers to the Clerk in respect of the following:

Beechen Hall

1. To manage the hall, produce leaflets and forms as required and carry out marketing initiatives where necessary.
2. To supervise hall staff and regularly liaise with the caretaker on matters covering cleaning and maintenance procedures.
3. To supervise the Assistant Clerk's hall booking duties including applying a discount of 10% to stimulate bookings.
4. To make recommendations to the Estates Committee on improvements to the hall and its service.
5. Financial Regulations state "The Clerk shall have discretion to order foods and sundries and the execution of minor works up to £500.00 necessary for the day-to-day performance of the Council's business." Between Estates Committee Meetings the Clerk has the authority to authorise extra staff hours for maintenance of the structure and fittings of the hall as long as it can be contained within the agreed maintenance budget of the hall. A report on any maintenance work that was required, and which indicates that there is a need to consider a long-term replacement or refurbishment programme considered in the next budget will be reported to the next scheduled meeting.
6. To ensure that Electrical and Gas Contractors should be qualified and registered under Electrical – NICEIC and Gas - Gas Safe Register.

Dove Hill Allotments

1. To manage the day-to-day running of the allotments, including small-scale expenditure.
2. To make recommendation to the Estates Committee's on improvements to the allotments and the administrative procedures etc.
3. To liaise with the Allotment Working Group.
4. To advertise allotment plot vacancies, to receive applications and to allocate plots.
5. To maintain a waiting list.
6. To issue invoices and receipts and payments.
7. To ensure that the Rules and Regulations are adhered to and to issue warnings and notice to quit letters.
8. To undertake any other work that is deemed necessary to ensure the smooth running of the allotments.
9. To assist in establishing an "Allotment Tenants' Association".

Adopted by Council May 2022