West Mersea Town Council

Adopted: 7 March 2024
Reviewed: 1 September 2026

COMMUNITY ASSETS & FACILITIES COMMITTEE
TERMS OF REFERENCE

Members

- The Committee shall consist of members of West Mersea Town Council.
- Members of the Committee are established at the Annual Town Council meeting;
- Councillors may join during the year if authorised by the Town Council;
- The Chair of the Committee shall be appointed at the first meeting of the Committee following the Annual Town Council meeting or as soon as reasonably practicable;
- Three Members of the Committee shall constitute a quorum for meetings. In accordance with Standing Orders members of a committee may include non-councillors. Members from outside bodies may be invited to join the Committee, but will not have voting rights or count towards the quorum;

Meetings

Meetings of the Committee shall normally take place six times a year. The time, date and place of meetings shall be determined by the Council at the Annual Council Meeting, or otherwise by the Council.

Prime Objectives

- To manage, maintain and improve the recreational facilities on behalf of the Council e.g. sports and recreational facilities, open spaces, council offices, allotments, boardwalk, cemeteries. In consultation, when necessary, with the Environment Committee and other partners.

- To ensure that the facilities, land and buildings under the Council's ownership and control, and within the Community Assets & Facilities budget are managed effectively to provide a pleasant and safe environment for residents and visitors.

- To ensure adequate provision for the health and safety of staff and visitors, in conjunction with the Clerk. To ensure the assets of the Council are managed in compliance with all existing and new legislation in conjunction with the Clerk.

Co-options

Co-opted members shall be representatives of organisations and individuals who in the opinion of the Committee shall enhance the effectiveness and representation of the Committee. The Committee will submit co-option recommendations to Full Council for decision. Co-opted members shall not have voting rights.

Budget

In line with our financial regulations, expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget:
Expenditure on revenue items may be authorised up to the amounts included for that budgeted item in the approved budget.

This authority is to be determined by:

- The council for all items over £5,000
- A duly delegated committee of the council for items up to £4,999 or
- The Town Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below £1,000 at their discretion. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chair.

Status

The Community Assets & Facilities Committee shall be a Standing Committee of West Mersea Town Council appointed at the Annual Meeting of the Council. It has the power to make decisions which support aims of the committee without the need to refer to Full Council unless a matter is specifically referred up. It is subject to the same general rules of conduct in relation to meetings as set out in the Council's Standing Orders.