

## TERMS OF REFERENCE

### ESTATES COMMITTEE

May 2024

**General Purpose:** The Estates Committee is responsible to Council for overseeing the delivery of all matters pertaining to the buildings, property and land, owned and leased by the Community Council and in particular progressing the development of a new Council Office.

1. To manage and direct the use of all buildings, property and land within the Council's portfolio. To ensure the best possible use of them by/for the community, consistent with the Business Plan.
2. To be responsible for maintenance/improvement programmes of all Council property portfolio. All programmes to be forwarded to the Finance, Administration & Policy Committee for financial management (Note: the financial management of the property portfolio is the responsibility of the Finance, Administration & Policy Committee to whom any requests for repairs and/or improvements outside the agreed annual budget should be directed)
3. To prepare each year, for submission to Finance, Administration & Policy Committee, by end of October, a detailed draft budget covering all project expenditure for the coming financial year and the following 4 financial years.

Any projects not included in the budget for that financial year, must be forwarded to the Finance, Administration & Policy Committee for direction.

4. To review annually the Terms of Reference prior to the Annual Meeting of Council
5. The Estates Manager to present a 6 monthly report on the overall condition of all buildings, any issues of note or urgency to be reported to the next Committee meeting.
6. The Estates Manager to present a 6 monthly report on the overall condition of all land controlled by the Community Council, any issues of note or urgency to be reported to the next Committee meeting.

With regard to the new Community Hub:

7. To identify and present the options available to Council
8. To define the scope of the project for Council approval
9. To define the tasks, activities, timeline, processes and resources required to accomplish the delivery of the project for approval of Council

10. To report to Council the progress against the tasks defined
11. To monitor the budget and report back to the Finance, Administration & Policy Committee
12. To identify any additional tasks that may be required to achieve the outcome
13. To identify any problems and issues that may adversely affect the timely accomplishment of the project
14. To define and implement the Exit Strategy agreed by Council
15. The Committee will appoint a Chairman to preside over its meetings
16. The Committee will appoint a Lead Member
17. The Committee may invite other people to attend and participate in its meetings should it be considered that their input would be beneficial
18. The quorum of the Committee shall be 3 members

#### Committee Meetings

19. Committee will meet monthly
20. The Committee will produce an agenda that will include  
Monitoring progress against set tasks  
Issues / Risks
21. An agenda will be produced and issued to Members at least three working days prior to each meeting
22. Minutes of each meeting, including action points and owners will be circulated to all participants not later than one week after the meeting
23. The meeting clerk will be responsible for producing and circulating the agenda and minutes