



## **Kimberley Town Council**

### **Terms of Reference Estates and Environment Committee (E&E)**

**Adopted by Full Council on 28<sup>th</sup> October 2022 TC/22/349**

#### **1. Role**

The committee is a standing committee of the Town Council. The members of the Committee, and its Chair will be decided by resolution of the Full Council.

The Estates and Environment Committee will oversee the operations, management, safety and security of Town Council facilities, buildings, sports fields, and recreational spaces, and will maintain and oversee Council's Environment and Sustainability Policy. The Committee will make recommendations or take relevant and approved actions (through delegated powers) on Estate or Environment matters.

a) The role of the Estate and Environment Committee encompasses the following areas:

- I) To consider the management, maintenance and administration of Town Council Property, comprising the Parish Hall, Flats, War Memorial, Chapel on the Hill, Garden Areas, Noticeboards, Allotments, Miners Welfare Recreation Ground (Stag Ground) and Park.
- II) To consider the maintenance of Knowle Park in keeping with the provision of the Commons Act 2006
- III) To monitor maintenance of work plans for the Council's Handyman, and other contractors
- IV) Work with Council Officers to:
  - a. Ensure annual inspection of all buildings
  - b. Ensure annual appropriate inspection of Council owned or managed grounds
  - c. Ensure appropriate use and maintenance of the Council's allotments
  - d. Ensure appropriate Health and Safety procedures are in place
  - e. Ensure risk assessments are carried out for Council properties
- V) To carry out an annual review of the Council's Environment and Sustainability Policy
- VI) To encourage the Council to follow its Environmental and Sustainability Policy

b) The Committee will consider and make recommendations to the Full Council on:

- I) Annual Budget provision
- II) Expenditure outside budget allocation
- III) Hire charges for Council facilities
- IV) Recommended improvements to Council facilities

## **2. Membership**

- a) The Committee shall consist of no fewer than three councillors but no more than one less than the number of councillors in office at any point in time, and may appoint its own Vice Chair (VC). The Committee may appoint working groups to undertake any specific project work as required, which will report back to the Estates and Environment Committee.
- b) The Committee will engage and encourage the use of volunteers in carrying out its duties.

## **3. Reporting and Accountability**

- a) The Committee is subject to the Standing Orders implemented by Full Council.
- b) As a standing committee of the Town Council the Committee will publish agendas and minutes of all Committee Meetings.
- c) The Chair of the Committee will highlight key recommendations and items deemed to be of particular interest to all Councillors at the following Full Council Meeting.