



WITTERING PARISH COUNCIL

Terms of Reference: Land and Buildings Subcommittee

1. Purpose & Objectives

1.1 The Land and Buildings Subcommittee is appointed by and responsible to the Full Wittering Parish Council

1.2 Its core objective is to oversee the management, maintenance, enhancement, and safe operation of all land, buildings, and physical assets owned, leased, or managed by the Parish Council for the benefit of the local community.

2. Scope of Assets

The subcommittee oversees all Parish Council property, including but not limited to:

- Buildings: Village Hall, Sports & Social Club, Bowls Club and Football Pavillion.
- Open Spaces: Recreation grounds, playing fields, allotments, cemeteries, and green spaces.
- Street Furniture & Fixtures: Noticeboards, bus shelters, and defibrillator kiosks.

3. Membership & Quorum

- Composition: The subcommittee shall consist of a minimum of 3 elected Members of the Parish Council, appointed annually at the Annual Meeting of the Parish Council.
- Ex-Officio Members: The Chair and Vice-Chair of the Parish Council shall be ex-officio members with voting rights (if so, resolved by Council).
- Non-Voting Advisers / Co-opted Members: The Parish Clerk / Responsible Financial Officer (RFO) shall attend to provide administrative and legal support. The subcommittee may invite non-voting community representatives or technical experts (e.g., grounds managers, surveyors) to advise on specific matters.
- Quorum: The quorum required to conduct business shall be 3 voting members.

4. Key Responsibilities & Functions

A. Asset Management & Maintenance

- Conduct regular site visits and inspections of council land and buildings areas.
- Plan and prioritize routine maintenance, repairs, and capital improvement projects across all council assets.
- Oversee the safe management of trees, grounds maintenance, and landscaping work on parish land.

B. Property Leases, Licences & Usage

- Review terms for hiring, leasing, or licensing council buildings and land.
- Recommend hiring fees, rent levels, and lease conditions to Full Council.
- Ensure all user groups comply with tenancy/lease conditions, health and safety obligations, and insurance requirements.

C. Health, Safety & Compliance

- Ensure all land and facilities comply with relevant legislation, including Fire Safety regulations, Health and Safety at Work acts, Disability Access (Equality Act), and Legionella risk assessments.
- Review risk assessments for all property assets and council-managed public events on parish land.
- Ensure appropriate public liability and property insurance cover is in place in coordination with the RFO.

D. Financial Oversight & Planning

- Draft annual budget proposals for repairs, maintenance, utilities, and asset improvements for submission to the [Finance Subcommittee / Full Council].
- Oversee the Council's Asset Register, ensuring accurate records of property condition, valuations, and maintenance history.
- Evaluate options for long-term strategic projects (e.g., building refurbishments, acquisitions, or energy-efficiency retrofits).

5. Delegation of Powers

5.1 Advisory Status: The subcommittee acts primarily as an advisory body. Final decisions regarding land acquisition or disposal, major building works, lease approvals, and setting rental fees remain reserved for the Full Parish Council.

5.2 Delegated Spending: The subcommittee holds delegated spending authority up to £500 net of VAT for urgent repairs, safety works, or budgeted maintenance lines.

6. Meetings & Governance

- Frequency: The subcommittee shall meet at least quarterly, with additional site meetings convened as required.
- Public Access: Meetings will be held in accordance with the Public Bodies (Admission to Meetings) Act 1960. Agendas and minutes will be published publicly unless confidential matters (e.g., property negotiations or commercial tenders) require moving into a closed session.
- Agendas & Minutes: Agendas will be issued at least 3 clear days before a meeting. Minutes will be recorded by the Clerk (or an appointed committee member) and presented to the next Full Parish Council meeting for formal receipt.
- Standing Orders: The subcommittee is bound by the Parish Council's adopted Standing Orders and Code of Conduct.

7. Review

These Terms of Reference shall be reviewed annually by the subcommittee and submitted to the Full Council for re-approval at the Annual Council Meeting in May 2027.