

Aylsham Town Council
Terms of Reference for the Property Committee

1. Authority

- The Property Committee is appointed by and is solely responsible to Aylsham Town Council. The Committee's duties are defined and agreed by the Full Council, which may vote, at any time to modify the Committee's powers.

2. Membership

- The Committee will consist of up to 7 Councillors and the first item of business at its first meeting after the Annual Town Council meeting each year will be to elect a Chair for the year. It will also elect a Vice-Chair, if thought appropriate, although any elected member can preside by agreement in the Chair's absence. A quorum will be a minimum of 3 councillor members. Councillors may only serve on the committee if they are appointed by full council.
- The Property Committee may co-opt members of the public onto the committee to assist its deliberation however co-opted members will have no voting rights.
- The Property Committee may invite guidance from professionals to assist in its deliberations subject to prior agreement of the Town Council of any fees to be charged.

3. Records of Proceedings

- The Committee will meet at least two times per annum
- Additional meetings will be arranged as required.
- Written minutes will be taken to record the Committee decisions and will be adopted at the next full council meeting and signed as a true record of the meeting at the next Property Committee meeting. The Town Clerk will be responsible for arranging meetings and for the recording and distribution of minutes. The minutes will be available on the Town Council website.

4. Duties and Functions

Town Hall and Drill Hall

The purpose of the Committee is:-

- To ensure that the buildings and its fittings and furnishings are maintained to a standard that complies with all legislation relating to public buildings.
- To prepare a draft work plan for the Town Hall and Drill Hall for consideration by the Town Council during their budget discussions each year
- To have full delegated powers to monitor and allocate all spending as identified within the finalised budget – any item not included in the budget that the Property Committee proposes to spend will be discussed as a recommendation at Full Council.
- To consider new business opportunities and to apply for any appropriate grants for the use of the Town Hall and Drill Hall. The income from these properties to be reviewed on an annual basis including the hire and rents achieved and any contracts from long term hirers.

- To recommend a course of action on those issues relating to the Town Hall and Drill Hall and that the Property Committee do not have the delegated powers to address.
- Review of hire fees

Public Toilets

The purpose of the Committee is:-

- To ensure that the Public Toilets and its fittings and furnishings are maintained to a standard that complies with all legislation relating to these facilities.
- To prepare a draft work plan for the Public Toilets for consideration by the Town Council during their budget discussions each year

Open Spaces including Play Areas

The purpose of the Committee is:-

- To ensure that matters relating to all areas of open space owned and managed by the Town Council are reviewed on an annual basis
- To ensure regular inspections by Town Council staff are undertaken and recorded and at least once a year that an inspection by a suitable qualified professional is completed and a full report submitted
- To ensure that any actions noted in the inspections are completed in a timely manner and to review the repair log at each Committee Meeting
- To prepare a draft work plan for any of the properties, if required, for consideration by the Town Council during their budget discussions each year.
- Review of fees for the cemetery

Other Properties

The purpose of the Committee is:-

- To ensure that matters relating to 23 Market Place, Cemetery Cottage and the Soame Pump are reviewed on an annual basis including the rents achieved and the management of agents employed.
- To prepare a draft work plan for any of the properties, if required, for consideration by the Town Council during their budget discussions each year.
- Review of rents / income from properties.

5. Other Matters

- The Town Clerk will have delegated responsibility for the day-to-day running of all properties
- The Town Clerk will have delegated responsibility for the management of any projects relating to Town Council properties
- The Town Council standing orders are applicable to all members and meetings of the committee
- The Property Committee will have responsibility for any future property acquired by the Town Council

6 Review

- These Terms of Reference will normally be subject to review every two years.

Reviewed May 2025

Amended September 2025