



# **BURGHFIELD PARISH COUNCIL**

## **Terms of reference for the Asset Management Committee**

### **1. Authority**

The Asset Management Committee is appointed by, and solely responsible to, Burghfield Parish Council. The Committee's duties are defined and agreed by the Parish Council, which may vote, at any time, to modify the Committee's powers. A minimum of 3 meetings per year are to be held with additional meetings as required.

### **2. Membership**

The Committee will consist of no fewer than 3 elected Parish Councillors. The election of a Chairman will be the first business transacted to preside over future meetings – to be re-elected each year following the Annual Parish Council meeting. Quorum will be no fewer than 3 elected members.

The Chairman & Vice Chairman of the Parish Council, and Chairman of all Council Committees, will have automatic membership and full voting rights. The Asset Management Committee should be reflective of the diversity of skills and experience required for the delivery, planning and implementation of any assets within Burghfield.

Only members appointed by the council may vote on any issue.

Additional members of the community may attend meetings as a guest but without voting privileges.

Each elected representative shall be appointed for a term equal to the duration of time required to complete the building project.

Community representatives shall be appointed for a term equal to the duration of time required to complete the building project.

### **3. Records of Proceedings**

The Committee will meet as detailed above. Written minutes will be taken to record the Committee's decisions and will be circulated to Councillors for information and adoption at the next Parish Council meeting.

### **4. Purpose**

The committee shall have delegated powers to take decisions on the following issues relating to the delivery of the Assets and the progression of a project relating to an asset within Burghfield.



The committee is responsible for advising the council, liaising with various consultants, and the project management team on specific matters as they pertain to the delivery, planning, preparation and delivery of an asset or project in Burghfield.

## 5. Responsibilities

1. To advise the parish council in the delivery, planning, preparation and implementation of an asset or 'project' within Burghfield
2. To deal with the various legal matters associated with the Project and obtain the necessary legal advice.
3. To liaise with the Governance & Finance Committee in securing financial support and sponsorship for the development of an asset, or the progression of a project relating to an asset.
4. Investigate the availability of grants from outside bodies and submitting the necessary documentation for applications
5. To prepare financial and other information relating to the cost of the asset or project, including issues associated with VAT
6. Develop a project plan, and time schedule, for the organisation and implementation of the asset or project.
7. To liaise with the various consultants, and project management team, on specific matters as they pertain to the preparation and delivery of an asset, or in the progression of a project relating to an asset.
8. Prepare tender documentation, invite tenders, analyse & evaluate the tenders received and making a recommendation as to which tender should be accepted.
9. To liaise with the successful contractor to ensure the asset or project is delivered on time and to budget
10. To liaise with the communications committee to raise awareness of any asset or project developments or objectives.
11. To ensure members comply with all legislative requirements, promoting transparency and good governance practices upon the Council.
12. To deal with any other matter that a meeting of the Parish Council considers appropriate to be referred to the Asset Management Committee.

(July 2020)