

LLANNON COMMUNITY COUNCIL
ASSETS COMMITTEE TERMS OF REFERENCE

The Assets Committee will operate within Llannon Community Council's Standing Orders, Financial Regulations and Local Government Law.

The Committee will elect the Chair at the first meeting following the annual meeting of council.

The Committee will meet at least quarterly or whenever necessary to deal with emergency situations.

Membership: Maximum of 5 (To include the Chair)
Quorum: 3

The Assets Committee will be responsible for the overall management and maintenance requirements of the following council assets:

- Tumble Hall
- Cemeteries
- Tyisha Park
- Parc Y Mynydd Mawr – Land & Car Park
- Y Cwtsh & Changing Rooms
- Y Graig & Cylch Meithrin Llechyfedach Building
- Cross Hands Park & Changing Rooms
- Cross Hands Bowls Green & Pavilion
- Tirwaun Park
- Llannon Playground
- Maes-y-Ffynnon Playground
- Cross Hands Memorial
- Tumble Memorial
- Noticeboards
- CCTV
- Street Lighting
- Bins
- Benches
- Bus Shelters
- De-fibrillators
- Council Vans
- Maintenance Machinery and Equipment
- Tractor that is shared with Cwmamman Town Council & Llanedi Community Council

The Committee will carry out a review of each asset, at least annually to ensure the following:

- Maintenance programmes are relevant and the council has adequate staffing and equipment in place to implement the plan.
- Risk assessments are in place and are adhered to.

- Staff are using the correct PPE for tasks undertaken.
- In accordance with Health and Safety Law, staff have undertaken the correct training for works required.
- The Committee will review the Event Plan and Risk Assessment of any events held on Council land.
- The Committee will oversee any leases and contracts required for the use of Council Assets.
- The Committee will oversee the correct completion of the Community Asset Transfer process.
- The Committee will be responsible for ensuring the Council's Asset Register is reviewed annually.

The Assets Committee has delegated authority to carry out the following:

To review and implement Service Level Agreements with external bodies.

To approve the purchase of equipment or works already accounted for in the Council's budget.

To approve the purchase of any additional equipment or unexpected works required up to the sum of £5,000. Please note in emergency situations this will be delegated to the Clerk.

Review staffing levels necessary and make recommendations to the Personnel Committee as and when required.

Agree any staff training in accordance with Health and Safety Law subject to the current training budget of the Council.

Review and agree applications for events requested to be held on council land.

Approved: Annual Council Meeting, 30th May 2023.

Review Date: Annual Council Meeting, May 2024.