

BUILDINGS MAINTENANCE COMMITTEE

General

The Committee is a Standing Committee governed by the Standing Orders and by regulations. The Town Council will appoint the Committee and determine its composition, quorum, role and functions. The Terms of Reference should be read in conjunction with the Town Council's adopted Standing Orders and Financial Regulations.

Composition

- a) The Committee will comprise five councillors.
- b) The Committee's Chair will be appointed annually by the Town Council.
- c) The quorum of the Committee will be three members.

Authority

The Committee:

- a) may expend funds within the budgets agreed by the council to fulfil its terms of reference (but not move funds between budgets);
- b) may make recommendations to the Council;
- c) may establish subcommittees and/or working groups that report to the Committee;
- d) is empowered to consult, insofar as it might consider necessary or desirable, any other committee of the Council or with any other Council or outside body or person;
- e) may decide any specific such matters that are delegated to it by the Council from time to time.

Role and Functions

The Committee will meet as and when requirements dictate and at least five times each council year (typically in January, March, June or July, September and November), and have the following role and functions:

- a) To be responsible for the operational management, maintenance and cleaning of the Town Council's freehold and leasehold physical buildings, including Salisbury Gardens, all public toilets, the paddling pool, Ventnor Central, the first aid hut, the existing park buildings (kiosk, bandstand & gardeners' store, and the electrical supply), and maintenance of the Outfit gym;
 - b) To review and fulfil the legal and insurance responsibilities that come with these physical assets, including making appropriate risk, fire, utility and health inspections and assessments, and maintaining all alarms, CCTV, and signage;
 - c) To review and recommend to a meeting of the full Council the levels of rents and charges to be made for occupation of (or use of, or access to) the Council's buildings;
 - d) To explore options for future management of the Town Council's buildings and make recommendations to meetings of the Town Council accordingly, overseeing the management of any buildings projects arising from Council decisions.
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