



## **Premises Committee**

### **Terms of Reference**

#### **1. Membership**

- 1.1. The Premises Committee shall consist of up to eight (8) members, including the Chair or Vice-Chair of the Council.
- 1.2. The allocation of members from different groups on the Council shall be as specified in Standing Orders
- 1.3. Membership should, where possible, reflect a balance of genders and the wider community
- 1.4. The Chair of the Committee shall be elected annually at the Annual Meeting of the Council and shall hold office until the next Annual Meeting of the Council.
- 1.5. The quorum of the Committee shall be three (3) members.

#### **2. Purpose and Aims**

To develop, implement, and oversee the Council's strategic and operational management of all premises under its responsibility, ensuring they are maintained to high standards, compliant with legislation, financially sustainable, and safe for all users.

#### **3. Objectives**

The Committee will:

- Oversee the management of all Council premises, including The Stables, No. 3 The Green, and No. 5 The Green, in accordance with relevant legislation, regulations, and best practice.
- Develop and recommend to Council policies relating to the management, maintenance, hiring, safety, and improvement of Council properties.
- Take operational decisions regarding premises staffing where delegated by Council.
- Ensure compliance with Health and Safety, Equality, and Safeguarding legislation.

#### **4. Meetings**

- 4.1. The Clerk shall call Committee meetings at least quarterly or as necessary.
- 4.2. A minute taker will be appointed by the committee at the start of every meeting in the absence of the Clerk
- 4.3. The Committee Chair may convene additional meetings where urgent business arises.
- 4.4. Meetings shall be held in a public place, with public notice given in accordance with Schedule 12, Paragraph 10 of the Local Government Act 1972.
- 4.5. Minutes of all meetings shall be recorded by the Clerk and submitted to Full Council for information.

#### **5. Accountability**

- 5.1. The Committee operates under delegated authority from Horsforth Town Council.
- 5.1. It may make decisions and expend funds only within the scope of these Terms of Reference and approved budgets.
- 5.1. Any recommendations outside its remit shall be referred to Full Council for consideration and approval.

#### **6. Scope of Responsibilities**

##### **6.1 Premises Management**

- Oversee the management, maintenance, and use of all Council premises and community spaces to ensure they are safe, well-maintained, and effectively utilized.
- Set and review hire charges annually.
- Oversee non-routine or exceptional booking enquiries, complaints, deposits, and payments that fall outside the Clerk's day-to-day responsibilities.

- Ensure appropriate procedures for opening, closing, and security are maintained.
- Ensure compliance with Health and Safety requirements and maintain relevant records.
- Ensure all premises and community spaces are fit for purpose, clean, secure, and welcoming.
- Liaise with the occupants of No. 5, oversee the management of the lease, and ensure all lease obligations and associated arrangements are properly maintained.

**Operational Role of the Clerk (or designated officer):**

The Clerk shall manage the day-to-day administration of Council premises and community spaces, including:

- Administration and bookings
- Financial management
- Maintenance and health and safety
- Policy and governance
- Liaison and communication
- Staff and volunteer management

Detailed operational responsibilities are set out in staff job descriptions.

**7. Staffing Oversight**

- 7.1. Recommend staffing requirements to Staffing and Employment Committee
- 7.2. Monitor staffing provision for Council premises.
- 7.3. Contribute to staff appraisals where appropriate.
- 7.4. Ensure staff receive suitable training and support.
- 7.5. Permanent staffing matters remain under the responsibility of the Staffing Committee.

**8. Volunteers**

- 8.1. Encourage, recruit, and support volunteers to assist with the running and upkeep of Council premises and community spaces.
- 8.2. Ensure volunteers operate within the Council's policies, including Health & Safety, Safeguarding, Equality, and Data Protection.
- 8.3. Provide appropriate guidance, training, and supervision for volunteers according to their roles.

**9. Financial Management**

- 9.1. Monitor all premises and community-space finances in accordance with Council Financial Regulations.
- 9.2. Prepare an annual budget for Full Council approval no later than December (draft by January).
- 9.3. Authorise expenditure within approved budgets; any variance must be referred to Full Council.
- 9.4. Expenditure outside approved budgets requires Full Council/ Finance and General Purposes Committee approval, except in emergencies where the Clerk, Chair of the committee and Chair of Town Council has delegated powers up to £4000.
- 9.5. Seek and manage grant funding for maintenance and improvement projects.

**10. Maintenance and Health & Safety**

- 10.1. Ensure regular servicing, inspections, and testing of equipment (e.g. PAT, fire alarms, boilers)
- 10.2. Retain servicing records and assist the Clerk with risk assessments and insurance reviews.
- 10.3. Plan and oversee repairs, decoration, and maintenance to ensure high standards.
- 10.4. Develop and implement an annual action plan for premises projects and improvements.

**11. Delegated Powers**

The Committee has delegated authority to:

- 11.1. Authorise maintenance, improvements, and general upkeep of Council properties and land within approved budgets.
- 11.2. Allow the Chair, Clerk, Committee Chair to take emergency action for public or staff safety
- 11.3. Submit proposals for maintenance and improvement funding to the Finance and General Purposes Committee no later than December each year.

- 11.4. Negotiate changes to existing lease agreements to ensure best terms for the Council while preserving original intent.
- 11.5. Negotiate long-term room hire agreements
- 11.6. Ensure all Council property activities comply with Health & Safety, Equality, and all relevant legislation.
- 11.7. Set and recommend hire costs, services, and fees for Council properties within the Council's approved budget and timelines
- 11.8. Consider capital projects and tenders jointly with the Finance and General Purposes Committee.
- 11.9. Issue press statements on property matters

## **12. Reporting and Review**

- 12.1. Minutes and financial reports shall be submitted to Full Council for information or ratification.
- 12.2. The Committee shall review these Terms of Reference annually at the Annual Council Meeting.
- 12.3. The Committee shall conduct an annual review of policies, contracts, and budget recommendations to ensure compliance and effective governance.

Adopted: 20<sup>th</sup> November 2025

Next review date: May 2026