



**RYDE
TOWN COUNCIL**

Agenda Item 11

Suggested Terms of Reference for the Facilities and Assets Management
Committee

At a meeting held on 4 November 2019 the Full Council established a Facilities and Assets Management Committee. This Committee is a Standing Committee of the Council (Standing Order 29) and as such will meet in public. A membership of 8 has been agreed by the Full Council and the Chairman and Vice Chairman has been elected at its first meeting (Standing Order 31) The Council also agreed that the responsibilities of the General Purposes Working Party, Ryde in Bloom Steering Group and Allotments Management Committee will now be absorbed into the new Committee. The Mayor and Deputy Mayor are ex-officio Members of the Committee. The Committee has the power to appoint sub committees. The terms of reference applies to all the Town Council's property and assets, including the Network Ryde premises at 147 High Street, Ryde.

The terms of reference for the Committee are as follows:

- i. That the Committee meets on a quarterly basis, with additional meetings arranged if required.
- ii. That the Committee develops a work programme based on its responsibilities.
- iii. That the Committee undertake the following:
 - Monitoring, reviewing and approving policy and all matters concerned with the obligations of the Council under Health and Safety legislation.
 - Monitoring and reviewing any risk assessments undertaken by the Town Council if required.
 - Monitoring, reviewing and approving the Town Council's Facilities Management Plans.
 - Monitoring and reviewing the delivery of Town Council services, including public conveniences, beach cleaning, decorative lighting, beach safety, planting and watering, as required
 - Monitoring and reviewing of the Town Council's Register of Assets and Land and Building Register

- Oversight of the management and operation of the Town Council's 5 allotment sites.
- Oversight of Ryde in Bloom and the power to co-opt community representatives to assist with this project.
- Consideration of any procurement matters delegated to the Committee by Full Council.
- Consideration of the development of any new services, with recommendations to Full Council and/or Finance Committee as appropriate.
- Liaison with other organisations regarding partnership working as appropriate.
- Undertake public consultation as appropriate.