

**BROADSTAIRS & ST PETER'S TOWN COUNCIL**  
**Terms of Reference**  
**Community Assets Committee**

**Amended by the Committee on 20 May 2024**  
**Approved by Council on 24 June 2024**

**MEMBERSHIP**

- The Community Assets Committee shall consist of eight Councillors who shall be elected by the Council and may be re-elected each year at the Annual Meeting of the Town Council
- Councillor members shall have full voting rights on the committee.
- All Councillors may receive electronic papers for committee meetings and have the right to attend meetings and speak but not vote on agenda items.

**PROCEDURES**

- At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the committee membership. The Chairman and Vice Chairman may be re-elected.
- The committee will submit minutes of their meetings to the next meeting of the Council and seek approval for recommendations made.
- The quorum for the committee shall be three. Business cannot be transacted with fewer than three voting members present.
- The Committee shall act lawfully and in accordance with the Council's Standing Orders.
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.

**FREQUENCY OF MEETINGS**

- The Committee will normally meet monthly. The schedule will be published along with all other committee meetings.
- Meetings will take place at Pierremont Hall or other suitable venue and will be open to the public.

**COMMITTEE FUNCTIONS –**

The committee shall be responsible for the management of the Council's assets.

- Ensure robust and effective short-, medium- and long-term maintenance strategies are implemented to protect the Council's investments.
- Oversee community issues including events and room hires with the aim of providing a self-sufficient community venue which prioritises value to the local taxpayer.
- Oversee commercial tenancies to provide an income stream for the long-term viability of the building.
- Ensure the Council meets its legal liabilities concerning running a commercial enterprise.
- Explore the viability of taking on additional assets to which the Council feels it can add value.