

## Lowestoft Town Council

### Terms of Reference for the Assets, Inclusion and Development Committee

1. The Assets, Inclusion and Development Committee is appointed by and solely responsible to Lowestoft Town Council.
2. **Duties.** The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's term.
3. **Meetings.** Meetings are to be held as and when required. This is likely to be at least monthly.
4. **Membership.** The membership of the Committee will be no fewer than quorum plus one (i.e. five Councillors). Full Council will elect a Chair for the Committee at the Annual Meeting of the Council every May. All members of the Committee are expected to represent the interest of the whole Council area. Any elected member can preside by agreement in the Chair's absence. A quorum will be four members of the Committee. Substitutes may be appointed to ensure that meetings are quorate. The Mayor will have automatic membership and full voting rights. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed with the Public Forum.
5. **Record of Proceedings.** The Committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Committee's decisions and will be received at the next Full Council meeting and tabled as an appendix. The Clerk will be responsible for arranging the recording and distribution of the minutes.
6. **Responsibilities**

The Committee has delegated authority from the Council to fulfil the following responsibilities: -

  - a. To review the Council Assets, determine their condition and requirements; determine any contracts or lack of contracts involved with any of the assets; their usage and value to the Council and the Town and to make recommendations to the Council concerning the retention/disposition of the Assets.
  - b. To maintain an ongoing review and management of the Council's Assets including making recommendations to Council regarding contracts, maintenance/improvements, accrual and disposition as necessary.
  - c. To review the full Risk Register, identify the risks relevant to the operations of this Committee (e.g. assets and facilities risks), and regularly review these risks, making decisions or recommendations to Council as appropriate on measures to mitigate and manage such risks.
  - d. To research any grants or financial aid applicable to our Assets and fully report with recommendations to Full Council.
  - e. To consider the Council's Corporate Identity, develop brand and associated items to recommend to Full Council.

- f. To consider any upcoming local, regional, national or international initiatives which might enhance the Town and make recommendations to the Council. Where the initiatives are improved, to organise implementation of the initiatives.
- g. To consider, develop and co-ordinate an annual joint meeting of the local parish and town councils falling under the old Lowestoft Borough area in conjunction with those parish and town councils to discuss mutual concerns regarding the area if they so desire.
- h. To review its own remit and make recommendations to Full Council annually on its Term of Reference in order for Full Council to review its existence.

## 7. **Financial Delegations**

- a. Full Council has approved the following financial delegations to the Assets, Inclusion and Development Committee:
  - a) Festive lights, public conveniences, parks development and infrastructure, waterways and ponds, play areas, outdoor fitness equipment, allotments, community gardens and community orchards, and CIL Reserve.
  - b) Play areas, parks and open spaces and public conveniences reserves
- b. The per-item expenditure limit is £7,500 and expenditure will not exceed the total amount of each budget delegated to this Committee.
- c. A standing item on the Committee's agenda will ensure expenditure is monitored.

## 8. **Sub-Committees**

- a. The Committee may appoint Sub-Committees to carry out or make recommendations on certain responsibilities.
- b. The Committee has appointed the Allotments Sub-Committee, Community Safety Sub-Committee, Events and Communications Sub-Committee and Parks and Open Spaces Sub-Committee.
- c. Full Council has approved the following financial delegations to Sub-Committees of the Assets, Inclusion and Development Committee:
  - a) Horticulture and trees budgets, and the parks capital and repairs and maintenance budgets to the Parks and Open Spaces Sub-Committee.
  - b) Events budget to the Events and Communications Sub-Committee.
  - c) Community Engagement budget to the Events and Communications Sub-Committee.
  - d) Community Safety budget and reserves and Defibrillators budget to the Community Safety Sub-Committee.
- d. As the parent Committee, this Committee has a responsibility to facilitate these delegations and scrutinise any expenditure made by its Sub-Committees.

## 9. **Climate Emergency**

This Committee has an important role to play in making recommendations on the management of open spaces and buildings, where relevant, in line with the Council's declaration of a climate emergency, including through:

- a) Considering biodiversity
- b) Supporting new or improved renewable energy
- c) Supporting alternatives to car use e.g walking, cycling and public transport
- d) Encouraging efficient car use, including through appropriate car parking provision, car sharing, differential car parking charges and the use of electric cars
- e) Encouraging the management of land for nature and an increase in tree cover

- f) Ensuring an optimum level of low-water use, perennial, disease resistant plants within a mix of planting which encourages biodiversity
- g) Encouraging Friends Of groups to incorporate relevant practices and actions
- h) Encouraging walking, cycling, leisure activities and exploration of the outdoors by all ages and abilities

**Decisions regarding large scale repairs to Council assets will be dealt with by Full Council unless an appropriate budget has been set in place previously. Decisions regarding accruing or disposing of Council assets will be made by Full Council.**