



Lowestoft Town Council

Terms of Reference for the Assets, Inclusion and Development Committee

1. Appointment

- 1.1. The Assets, Inclusion and Development Committee is appointed by and solely responsible to Lowestoft Town Council.

2. Duties

- 2.1. 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

- 3.1. Meetings are to be held on a monthly basis, with extraordinary meetings scheduled when needed.

4. Record of Proceedings

- 4.1. The Committee will meet monthly to fulfil the responsibilities below (see section 6).
- 4.2. 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.
- 4.3. The Clerk will be responsible for arranging the recording and distribution of the minutes.
- 4.4. The approved written minutes will be the official record of the meeting.

5. Membership

- 5.1. The membership of the Committee will be no fewer than quorum plus one (i.e. five Councillors).
- 5.2. Full Council will elect a Chair for the Committee at the Annual Meeting of the Council every May.
- 5.3. All members of the Committee are expected to represent the interest of the whole Council area.
- 5.4. Any elected member can preside by agreement in the absence of the Chair and Deputy Chair.
- 5.5. A quorum will be four members of the Committee.
- 5.6. Substitutes may be appointed to ensure that meetings are quorate.
- 5.7. Members of the Committee will be required to complete the following training, as per the Councillor Training Programme:
 - The Chair of the Committee shall complete relevant Chairpersons training
 - All members shall complete Equality and Diversity training in the year of local council elections and two years thereafter, or on any changes in legislation and policy



- All members shall complete Safeguarding training in the year of local council elections and two years thereafter, or on any changes in legislation and policy
 - All members shall complete Data Protection training on an annual basis
- 5.8. The Mayor and Deputy Mayor may attend meetings in an ex-officio capacity, if both are in attendance in this capacity then only one may have voting rights.
- 5.9. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed within the Public Forum.

6. Responsibilities

- 6.1. The Committee has delegated authority from the Council to fulfil the following responsibilities in relation to the assets of the Council, including the development, maintenance and improvement of those assets:
- 6.1.1. To consider and implement the objectives of the Town Council's Business Plan relevant to this Committee.
 - 6.1.2. 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.
 - 6.1.3. To maintain an ongoing review and management of the Council's Assets including making recommendations to Council regarding contracts, maintenance/improvements, acquisition and disposition as necessary.
 - 6.1.4. 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.
 - 6.1.5. To research any grants or financial aid applicable to our assets and fully report with recommendations to Full Council.
 - 6.1.6. 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 approved, to organise implementation of the initiatives.
 - 6.1.7. To consider and monitor the development of sporting activities on Council land.
 - 6.1.8. 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.
 - 6.1.9. To review its own remit and make recommendations to Full Council annually on its Terms of Reference.
- 6.2. The Committee has delegated authority from the Council to fulfil the following responsibilities in relation to the Council's parks and open spaces:
- 6.2.1. To make recommendations on parks and open spaces budgets, including planting and furniture.



- 6.2.2. To identify all of the Council's parks and open spaces and make recommendations as to future plans for them, in line with the Council's Open Spaces Strategy.
- 6.2.3. To consult with other Committees, such as Planning, on the development of open spaces.
- 6.2.4. To consult with the community, in line with the Council's Communications Strategy and on items relevant to its remit.
- 6.3. The Committee has delegated authority from the Council to fulfill the following responsibilities in relation to the Council's allotments:
 - 6.3.1. To explore any issues relating to allotments and tenancy arrangements.
 - 6.3.2. To explore the provision of defibrillators at allotment sites, in line with the Council's Defibrillator Policy, and other health and safety considerations.
 - 6.3.3. To liaise and work with Lowestoft and District Allotments Ltd for the development and promotion of all allotment sites.
- 6.4. The Committee has delegated authority from the Council to fulfill the following responsibilities in relation to the safety of the community in Lowestoft:
 - 6.4.1. To explore options for community safety on Council land.
 - 6.4.2. To work with other local authorities on issues relation to emergencies and public safety issues.
 - 6.4.3. To implement the Council's Health Emergency Declaration, including to oversee the actions of other Committees.
 - 6.4.4. To review and implement the Council's Defibrillator Policy, including its commitment to install at least four defibrillators per year and any match funded applications with be considered through grant applications.

7. Financial Delegations

- 7.1. Full Council has approved the following financial delegations to the Assets, Inclusion and Development Committee:
 - Capital Works
 - Compliance
 - Office Accommodation
 - Town Hall
 - Workshop
 - Ground Maintenance
 - Waterways and Ponds
 - Arts, Civic and Heritage
 - Marina Theatre
 - Allotments
 - Parks and Open Spaces
 - Play Areas
 - Public Conveniences
 - Triangle Market



- Links Road Carpark
- Meeting Halls
- Community Safety
- Trees and Horticulture

7.2. The per-item expenditure limit is £7,500 and expenditure will not exceed the total amount of each budget delegated to this Committee.

7.3. A standing item on the Committee's agenda will ensure expenditure is monitored.

8. Working Groups

8.1. The Committee may form temporary Working Groups to carry out a task-and-finish project in the event the Committee's workload does not permit enough time to consider the project during its standard meeting schedule.

8.2. This Committee has a responsibility to review and monitor the progress of its Working Groups.

8.3. Should the Working Group require an officer to attend its meetings to take notes, a business case must be submitted to the Town Clerk for consideration and approval.

9. Climate and Ecological Emergency

9.1. 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 climate, ecological and health emergencies, including through:

9.1.1. Considering biodiversity.

9.1.2. Supporting new or improved renewable energy.

9.1.3. Encouraging the management of land for nature.

9.1.4. Ensuring an optimum level of low-water use, perennial, disease resistant plants within a mix of planting which encourages biodiversity.

9.1.5. Encouraging Friends Of groups to incorporate relevant practices and actions.

9.1.6. Encouraging walking, cycling, leisure activities and exploration of the outdoors by all ages and abilities.

9.1.7. Ensure the Climate and Ecological Emergency declarations are properly considered in matters such as planting, street furniture, land use, the maintenance of the allotment sites and any proposed developments.

9.1.8. With regards to the Health Emergency Declaration, this Committee will consider the expansion and promotion of allotment community gardens and orchards in relation to the physical and mental health benefits.

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 acquisition or disposal of Council assets will be made by Full Council.