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Asset Management Committee Terms of Reference

Purpose

The Asset Management Committee (“the Committee”) is responsible for the review, monitoring and upkeep of any assets (“the Assets”) that come under the Beaulieu Parish Council’s responsibility.

Membership

- Up to five councillors including the Chair and Vice Chair
- The Chair, Vice Chair, and membership of the Committee will be confirmed at the Council’s Annual General Meeting
- The Committee may appoint additional councillors to fill casual vacancies, subject to the maximum membership
- A quorum shall be two members, including either the Chair and/or Vice Chair

Scope

The Assets include:

- a) The Beaulieu Village Playground and its assets
- b) The Beaulieu Playing Field recreation assets
- c) The three bus shelters located in Beaulieu village
- d) The Parish Council noticeboard
- e) The Beaulieu Twinning Garden (jointly managed with the Beaulieu Twinning Association)
- f) The defibrillator located in the High Street
- g) The CCTV equipment located in the village
- h) Those litter bins that are not the responsibility of Hampshire County Council, New Forest District Council or another party

Governance

The Committee shall operate in accordance with the Council’s Standing Orders and Financial Regulations.

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The Committee shall make recommendations to Council where matters fall outside its delegated authority.

Asset Inspection and Maintenance

1. The Playground and Playing Field shall be subject to:
 - a weekly visual inspection; and
 - a further documented monthly review.
2. The defibrillator shall be subject to a weekly inspection.
3. Other Council assets shall be subject to periodic inspection and at least an annual review.
4. All inspections and reviews shall be documented appropriately.
5. Inspections may be undertaken by councillors, the Clerk, contractors, or other competent persons authorised by the Committee.

Health and Safety

1. The Committee shall take reasonable steps to remove assets from use where there appears to be a risk to public safety.
2. Subject to the delegated spending limits set out in the Financial Regulations, the Committee may authorise emergency works through the Clerk where necessary to:
 - a. protect public safety; or
 - b. prevent further damage to Council assets,
3. Any emergency expenditure shall be reported to the next meeting of the Council.

Insurance and Compliance

1. The Committee shall periodically review:
 - a. the adequacy of insurance cover; and
 - b. asset valuations,and make recommendations to Council as appropriate.
2. The Committee shall have regard to relevant legal and regulatory requirements, including data protection and CCTV compliance obligations where applicable.

Reporting

The Chair or Vice Chair shall report Committee activities and progress to Council as appropriate.

The Clerk shall circulate approved Committee minutes to all councillors.