

Beaulieu Parish Council
Asset Management Committee
Terms of Reference

PURPOSE

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

MEMBERSHIP

- A minimum of five Councillors including the Chair and Vice Chair
- The Chair, Vice Chair, and membership of the Committee will be decided at the Beaulieu Parish Council (the BPC”) Annual General Meeting
- The BPC may co-opt one of its members onto the Committee at any time including to fill a casual vacancy as it sees fit
- A quorum will be two members to include the Chair and/or Vice Chair

SCOPE

- The review and upkeep the Assets, including:
 - a) The Beaulieu Village Playground
 - b) The 3 bus shelters located in Beaulieu village
 - c) The BPC noticeboard
 - d) The Beaulieu Twinning Garden (jointly with the Beaulieu Twinning Association)

RESPONSIBILITIES

- The Committee shall always comply with the BPC Standing Orders
- The Committee shall agree a programme of periodic review to assess the condition of the Assets, to include any apparent safety issues
- The Beaulieu Village Playground shall as a minimum be subject to a monthly review and the bus shelters, noticeboard and Twinning Garden to a quarterly review
- All reviews will be documented
- The Committee shall take reasonable steps to remove assets out of public use where they consider there is an apparent risk to the public
- The Committee shall arrange any incidental repair, with BPC approval required for individual expenditure in excess of £[50]
- The Chair or Vice Chair shall regularly report progress at the BPC’s Ordinary Meetings

REVIEW

- These terms of reference are to be reviewed annually at the BPC Annual General Meeting