



## **The Building Assets Working Group**

### **Terms of Reference**

#### **Parent Committee Assets & Services Committee (A&S)**

#### **Membership: Minimum of 3 Councillors /Non- Councillors**

##### **Purpose**

The Building Assets Working Group is established as a non-decision-making body to provide strategic support and informed recommendations to the Assets & Service Committee on matters relating to the on future uses and ongoing maintenance of Stamford Town Council's (STC) property assets.

##### **Status**

- The Building Asset Working group is a Working Group as defined under Section 102(4) of the Local Government Act 1972.
- It holds no delegated authority to make decisions on behalf of the Town Council but may make recommendations to the Assets & Services Committee for consideration and approval.
- It may solely be made of non-councillor members with relevant expertise or stakeholder representation.

The Working Group objectives are to:

- a) Develop a property asset register of the STC's property assets containing all relevant data on which informed recommendations can be based e.g. property title including rights, obligations and restrictions; occupancy agreements; rents payable and receivable; plans and drawings; surveys etc
- b) Provide recommendations to the A&S committee on the future use of all property assets (including through public consultation, liaison with other council committees and with input from interested third parties and experts).
- c) Provide recommendations on the future maintenance of STC's property assets to the A&S committee through the development of a 5-year plan for each of the assets.
- d) Consider and provide guidance and recommendations to the A&S committee on the addition of other assets to STC's property portfolio.

##### **Scope**

The scope of the Working Group encompasses all current and future property held by STC. Projects will include but won't be limited to:

- a) Creation and maintenance of a comprehensive property register.
- b) Recommendations relating to the future uses of property assets not currently fully utilised by STC e.g. Buttermarket upper parts and basement, land to the rear of The Bastion, cellars at the Town Hall.
- c) Creation of a 5-year plan for each STC property including projected uses, income and expenditure (including planned maintenance and recommended capital improvements).

##### **Membership**



The Working Group will comprise:

- a) Representatives from the Assets & Services Committee of Stamford Town Council.
- b) Other Stamford town councillors as deemed necessary.
- c) Facilities and Allotment Officer. Other officer involvement will also be needed for specific projects e.g. The Heritage & Collections Officer (Town Hall cellars), the Communication and Engagement Officer (public engagement regarding Bastion/Buttermarket), The Town Clerk (insurance, financial matters & Council legislator matters).
- d) Representatives from relevant local groups e.g. Stamford Civic Society and co-opted specialist professionals such as architects and surveyors.

## **Responsibilities**

The Working Group will:

- a) Review existing title documents, records and plans to create the necessary property asset register.
- b) Gather input from stakeholders, including other councillors, council officers, community groups and individuals, specialist professional advisers including English Heritage and SKDC planning and listed building officers.
- c) Develop & evaluate different options (short and longer term) for the future uses of assets.
- d) Produce comprehensive reports, including 5-year plans for each asset, with recommendations for the A&S Committee.
- e) Ensure that all recommendations are aligned with the STC's strategic and financial objectives & legal obligations.
- f) Consider all health and safety and insurance aspects of any uses or works proposed.
- g) Consider all revenue generation options.
- h) Consider all reputational issues related to the use of STC's assets (held for the benefit of the residents of Stamford).

## **Governance**

- a) The Working Group does not have any delegated authority to make decisions therefore will report any recommendations to the A&S Committee of STC for approval prior to undertaking any action from the Working Group.
- b) The Working Group will meet bi-monthly.
- c) Meeting minutes will be recorded & distributed to all members.
- d) Decisions will be made by consensus where possible, or by majority vote if necessary.
- e) The Facilities & Allotment Officer will be responsible for the day-to-day matters relating to the day-to-day operation of functions and provision of the Building Assets Working Group.

## **Resources & Support**

- a) STC will provide administrative support & access to relevant data & resources unless data protected.
- b) The Working Group will have access to all STC properties for survey and assessment any requirements out of office hours will be approved by the Finance & Governance Committee due to Staffing cost implications.
- c) The Working Group may seek input from external experts or consultants as needed with approval from the parent committee (A&S).
- d) The Working Group will be given access to any information held by STC that is relevant to the task with agreement from the parent committee (A&S)



- e) For the avoidance of doubt the Working Group does not have any authority to commit STC to any expenditure, letting or obligation that has not been authorised by the A&S committee.

### **Review & Amendment**

- a) This Terms of Reference document will be reviewed periodically by the Working Group & the Assets & Services Committee.
- b) Amendments may be made as necessary to reflect changes in requirements, personnel or circumstances.
- c) Any amendments must be agreed upon by the Working Group & approved by the Assets & Services Committee.