

HARTFIELD PARISH COUNCIL
TOWN CROFT AND PARISH ASSETS COMMITTEE

TERMS OF REFERENCE

1. **ROLE**

The Committee is responsible for all matters relating to the Town Croft and Parish Assets.

2. **MEMBERSHIP**

An optimum of six members, all Parish Councillors.

Note – The Chairman and Vice-Chairman of the Parish Council are ex-officio members of the Committee.

3. **CO-ORDINATION**

Co-ordination will be undertaken by the Chairman of the Committee, who will also ensure that minutes of the meetings are taken.

4. **FREQUENCY OF MEETINGS**

The Rights of Way Committee will meet four a year, or more frequently if necessary.

5. **QUORUM**

The quorum for the Committee will be 3.

6. **VOTE**

All members may vote on matters of opinion to help inform decisions of the Parish Council.

7. **RESPONSIBILITIES**

- a) To advise and make recommendations to the Parish Council over matters relating to Parish Assets and the Town Croft.
- b) To agree expenditure within the budget lines set by the Parish Council.
- c) To review the asset list and make recommendations on budgets to the Parish Council.
- d) To review and agree terms with users of the assets.
- e) In the event that any business may be confidential, the Committee may vote to hold a closed session from which members of the public may be excluded.

8. **REPORTING ARRANGEMENTS**

The minutes of each Committee meeting will be distributed to the Parish Council and posted on the Parish Council web-site.