



Terms of Reference for the Asset, Parks, and Environment Committee

1. Purpose

The Asset, Parks, and Environment Committee ("the Committee") of Cwmaman Town Council ("the Council") is established to oversee and manage matters related to the town's assets, parks, and the environment. The Committee shall work in accordance with the Council's Standing Orders, Financial Regulations and Local Government and Elections (Wales) Act 2021 and other relevant UK legislation, as applicable.

2. Responsibilities

The Committee shall be responsible for the following areas:

a. Asset Management:

- i. Overseeing the management, maintenance, and development of the Council's assets, including land, buildings, and facilities.
- ii. Proposing and reviewing asset investment strategies to ensure sustainable and efficient use of resources.
- iii. Monitoring and assessing the condition of assets and recommending necessary repairs or improvements.
- iv. Monitoring and assessing the condition of assets and recommending necessary repairs or improvements to address health and safety concerns for the public and employees.

b. Parks and Recreational Areas:

- i. Preserving, enhancing, and developing parks and recreational areas within Cwmaman for the benefit of residents and visitors.
- ii. Evaluating proposals for new park facilities and making recommendations to the Council.
- iii. Monitoring the maintenance and safety of parks and recreational areas.

c. Environmental Matters:

- i. Addressing environmental issues within the town, such as pollution, waste management, and conservation.
- ii. Formulating and implementing policies to promote environmental sustainability and protection of natural resources.
- iii. Collaborating with relevant agencies and organisations to support environmental initiatives.

3. Membership

a. The Committee shall consist of members of the Cwmaman Town Council, appointed annually.

Membership: Maximum of 15 members (Full Council Committee)

Quorum: One third of Committee Membership (5)

b. The Committee shall appoint a Chairperson from among its members, responsible for presiding over meetings and representing the Committee when required.

4. Delegated Authorities

The Asset, Parks, and Environment Committee of Cwmaman Town Council shall have the following delegated authorities, subject to the limits and guidelines set forth by the Council and relevant UK legislation:

a. Acceptance of Tenders and Quotations:

i. The Committee shall have the authority to review and accept tenders and quotations for projects related to asset management, park development, and environmental initiatives.

ii. The acceptance of tenders and quotations shall be based on transparent and fair evaluation criteria, ensuring value for money and compliance with applicable regulations.

b. Agree Contract Variations:

i. The Committee is authorised to consider and approve variations to existing contracts related to asset management, park development, and environmental projects.

ii. Contract variations should be evaluated for their impact on project objectives, budgets, and timelines while ensuring they align with the Council's overall goals.

c. Make Decisions Within Allocated Park and Projects Budgets:

i. The Committee shall be empowered to make decisions and allocate funds within the approved budgets for parks and other projects under its purview.

ii. The allocation of funds should prioritise essential maintenance, development, and improvement projects to enhance public facilities and amenities.

d. Make Decisions on Maintenance and Any Urgent Matters:

i. The Committee shall have the authority to make decisions concerning routine maintenance activities for parks, public facilities, and assets within its responsibility.

ii. In cases of urgent matters requiring immediate attention, the Committee is authorised to take necessary actions to safeguard public safety and protect assets, while promptly reporting such actions to the Council.

5. Accountability and Reporting

a. The Committee shall maintain detailed records of all decisions made under the delegated authorities, including minutes of meetings, tender evaluations, contract variations, and budget allocations.

b. Regular reports on the utilisation of delegated authorities shall be submitted to the Cwmaman Town Council to ensure transparency and accountability.

6. Review of Delegated Authorities

a. The delegated authorities of the Asset, Parks, and Environment Committee shall be subject to annual review to assess their effectiveness and alignment with the Council's objectives.

b. Any proposed changes or revisions to the delegated authorities shall be presented to the Cwmaman Town Council for approval.

7. Limitations

The Committee's delegated authorities shall be subject to the following limitations:

a. The Committee shall not have the power to enter into contracts or agreements that exceed the financial limits set by the Council without prior approval.

b. Any decisions involving significant financial commitments, policy changes, or legal implications that fall outside the scope of the Committee's delegated authorities shall be referred to the Cwmaman Town Council for consideration.

8 Meetings

a. The Committee shall hold regular meetings as necessary, but no less than five per year.

b. The Chairperson, in consultation with the members, shall set the meeting agenda, which should be circulated to all members in advance.

c. A quorum for meetings shall be one third of the committee membership, and decisions shall be made by a simple majority vote of the members present.

9. Reporting

a. The Committee shall report its activities and recommendations to the Cwmaman Town Council at regular intervals or as required.

b. Any decisions or proposals requiring approval beyond the Committee's authority shall be presented to the Council for consideration.

10. Review of Terms of Reference

a. The Committee shall review its terms of reference annually or as needed and propose any necessary amendments for approval by the Council.

10. Confidentiality

The Committee members shall adhere to confidentiality requirements when dealing with sensitive information or matters requiring discretion.

11. Dissolution

In the event that the Asset, Parks, and Environment Committee is dissolved, all relevant responsibilities and functions shall be reassigned as determined by the Cwmaman Town Council.

Signed _____ Date _____

Mayor

Signed _____ Date _____

Approved: Full Council Meeting

Review Date: