

Terms of Reference & Matters Delegated to the Services and Asset Management Committee:

1. To consider such matters as may be delegated by the Council from time to time
2. To draft, negotiate with the lessee/licensee terms and conditions of leases/licences for all Town Council property and land and submit recommendations for consideration by Full Council
3. To consider the renewal of leasing/licensing agreements and make recommendations to the Finance Committee if it is not felt appropriate to continue such an agreement
4. To consider the securing and security of all Town Council property and land and make recommendations to the appropriate Committee or the Full Council
5. To maintain the register of all Town Council property and ensure and maintain its registered title at the Land Registry
6. To maintain the exterior, interior and structural fabric of all Town Council buildings/structures
7. To consider and submit to the Finance Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year
8. The management and maintenance of all assets owned or administered by the Town Council within the area of Looe
9. Reviewing the level of fees and charges of the Committee's functions and making appropriate recommendations to the Finance Committee
10. Receipt of tenders, review and recommendation to Full Council. Supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the Committee
11. All aspects of Health and Safety and Environmental Management for Council assets and services including Traffic Regulation Orders (TROs), Envirocrime and traffic management
12. Making recommendations to Full Council on all matters not within existing policy
13. Preparation and monitoring of plans for future requirements within the scope of the Committee regardless of feasibility
14. The consideration of recommendations of sub-committees, working groups etc under the control of the Committee
15. Consultation with other relevant bodies with similar interests, including other Town Council committees and sub-committees, and consideration of their recommendations
16. The implementation of agency agreements for the delegation of services from Cornwall Council which fall within the remit of the committee and have been negotiated and agreed by the full Council
17. To consider and submit to the Finance Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year

18. To undertake training and development activities in line with the remit of this Committee
19. Authorisation of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by Full Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds from within the Services and Asset Management Committee total budget is permissible.

Approved by Full Council on 08/12/2020 per Minute Number 126