

**Maintenance Committee Terms of Reference**  
***HPC/004 Approved by Full Council on 16/07/2025***

**1. Purpose and Scope**

The committee's primary purpose is to oversee the maintenance of the council's assets, including buildings, land, and other infrastructure.

It is also responsible for managing allotments, Christmas lights, and dog fouling and grit bins located on its land.

The Committee also oversees the work of the Conservation Goup and the general maintenance of other facilities within the Village, to include the Sports Club/Scout and Guide Hut and Churchyard/buildings.

The scope of work includes inspections, repairs, and planning for future maintenance needs.

**2. Responsibilities**

- Annual Inspections: The committee is responsible for arranging annual inspections of council-owned assets and reporting to the full council with recommendations for maintenance.
- Respond to Issues: The committee should address reports of faults, issues, and problems related to council property and arrange for repairs or recommend contractor appointments.
- Contractor Management: The committee may be responsible for managing contracts with external contractors for maintenance work.
- Compliance: The committee must ensure compliance with relevant regulations, including health and safety, equal opportunities, and best value.

**3. Committee Membership and Quorum**

The committee typically consists of a minimum of 3 councillors and some members of the public, such as representatives for local community organisations.

A quorum is 50% of the full committee for meetings to be valid.

**4. Reporting and Accountability**

The committee is expected to meet 3 times per year either in person or via Microsoft Teams.

The committee is expected to report regularly to the full council on its activities and recommendations.

The clerk will issue an agenda and draft Minutes of which a copy will be ratified by full council.

#### **5. Expectations of Group Members**

- Participation: Members should make every effort to attend meetings. Apologies and reasons for absence must be sent to the Clerk at least two days in advance.
- Responsibility: Members must take ownership of actions assigned to them and adhere to agreed timelines.
- Confidentiality: All members must respect confidentiality where applicable.
- Inclusivity: The group will operate in a respectable and inclusive environment that encourages all members to contribute.

#### **6. Meeting Procedures**

- Any Parish Councillor may attend Maintenance Committee meetings.
- Co-option of Public Members: Residents with relevant experience or skills may request to join by writing to the Clerk. These requests will be considered and approved by Full Council.

#### **7. Governance**

- These Terms of Reference will be reviewed annually at the Annual Parish Council Meeting in May.
- The Committee will operate in accordance with Hampton-in-Arden Parish Council's Standing Orders, Financial Regulations, and relevant local government law.

#### **8. Authority**

- Budget Management: The committee has delegated authority to incur expenditure within the annual agreed budget but must seek approval if exceeding the budget is required.



Julie Barnes  
Clerk and Financial Officer  
Hampton in Arden Parish Council