

Marston Sicca Parish Council

Email: Clerk@marstonsicca-pc.gov.uk

<https://marstonsicca-pc.gov.uk>

ASSET MANAGEMENT COMMITTEE (AMC) TERMS OF REFERENCE

Delegation of Powers to the Committee.

The legal basis of the delegation of powers to the AMC is contained in the provisions of Section 102 of the Local Government Act 1972.

The basic principle used has been to delegate to the AMC powers to act within their terms of reference. This means that on all matters not resolved for consideration by the full Council, the AMC can resolve and act.

Certain matters, such as issuing a precept, borrowing money, and deciding major policy can not be delegated and are reserved for full Council.

Purpose of the Asset Management Committee (AMC)

The committee has been appointed by Full Council to deal with all Council owned or managed assets, subject to budget, expenditure and contractual limits decided by the Full Council, and reporting back to the Full Council at monthly parish council meetings.

Procedures

1. The AMC will operate within Marston Sicca Parish Council's Standing Orders, Financial Regulations, and Local Government Law.
2. The Parish Clerk/RFO will provide administrative support for the AMC.

Membership

1. Membership of the AMC will be no less than three Councillors.
2. A Chairman will be appointed annually.
3. If a Councillor resigns from the AMC/Council during the year, a new Councillor will be appointed at the next Full Council Meeting.
4. If there are less than three members of the AMC available to attend a scheduled meeting, a Councillor Member will step in.

Chairman

1. The chairman of the AMC will be elected by the Committee at its first meeting after the Annual Parish Council Meeting
2. The election of vice chairman is optional, it will however follow the same process as the election of a chairman
3. The elected chairman (and vice if applicable) shall hold office for one year.

Meetings

1. The AMC shall meet quarterly, where possible on the Thursday before full Parish Council meeting. All meetings will be held at Meon Vale Village Hall.
2. Additional meetings of the AMC can be called as and when necessary, by the chairman of the AMC or the Clerk as directed, or by two members of the AMC by written request to the chairman at any time.
3. Only members of the AMC may vote at a meeting.
4. Meetings will be minuted by the Clerk to the Council, or if the Clerk is unavailable, by a member of the AMC
5. The AMC will agree the minutes of its meetings at the next AMC meeting.
6. Meetings shall be held for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next AMC meeting. In exceptional circumstances the meeting may be extended with a vote taken by Members.
7. If the AMC is unable to meet due to being inquorate and execute its delegated powers, business to be transacted on the agenda can be placed on the agenda of the next Full Council Meeting.
8. All minutes shall be posted on the Parish Council website and open for inspection by any member of the Parish Council or Public.
9. The Public and Press may be admitted to all meetings, If required they may be temporarily excluded by means of a special resolution as follows: 'In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item'.

Interests

1. If a member has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.
2. If a member who has declared an interest, then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agent item to which the interest relates.

Sub-Committees & Working Groups

1. Committees may create advisory groups or working groups to deliver a specific objective These groups will work within an agreed brief. These groups will be wound-up at the completion of their task.

Specific Roles & Responsibilities

The AMC has the delegated authority from Marston Sicca Parish Council

1. To be responsible for the management of the Council's owned or managed assets; including allotments, community buildings, parks, car parks, playgrounds, football pitches, and green open space.

2. To prioritise and manage workloads of employees in relation to these areas (working with the Parish Clerk and the Staff Committee).
3. In liaison with the Parish Clerk, to ensure any assets that have tenancy agreements are maintained and are managed in accordance with any contractual agreement.
4. To manage a specified budget* agreed by full Council for maintaining registered assets and to pay contracted parties.
5. The Clerk/RFO will maintain a financial schedule listing all works undertaken along with a payment record, ready for each full Parish Council meeting.
6. To conduct frequent visual checks of all Parish Council premises, and to check compliance with health & safety requirements (including fire checks).
7. To actively promote the effective use of the assets and to maintain an efficient system for recording occupancy or use.

*Budgeted amount will be determined at the annual parish council meeting.

Adopted August 2026