



RAMSGATE TOWN COUNCIL

ASSET MANAGEMENT COMMITTEE TERMS OF REFERENCE

General

To ensure good governance of Ramsgate Town Council's (the Council's) land and property assets, working with officers to ensure:

- 1) Legal compliance
- 2) Budget management
- 3) Sustainable & Ethical management
- 4) Efficient & Effective resource management
- 5) Short & long term planning

The Committee will act in accordance with the General Terms of Reference for Committees and Working Groups.

The Committee will carry out such additional duties as may be delegated by the Council including the authority to make decisions on specific issues.

Membership, Chairmanship and Quorum

Number of Members	All Councillors
Chair & Vice Chair	To be determined by the Council
Substitute Members Permitted	No
Quorum	6
Number of ordinary meetings per Council Year	4 ordinary meetings, extraordinary as required
Approved by Council	30 th October 2024

Advisory Responsibilities

1. When directed by the Council to make recommendations in relation to new land and property assets, either for purchase or lease.
2. To make recommendations to the Council in respect of:

- a. The disposal of assets.
 - b. The repurpose of assets (when Change of Use if required).
 - c. Any major developments (where planning permission is required and/or the budget exceeds £25,000).
 - d. To propose relevant budget for the forthcoming year to the Finance & General Purposes Committee.
3. To make recommendations in respect of the Council's "Community Assets Strategy".
 4. To make recommendations to Council in respect of virements required in the year in respect of land and property budgets.

Delegated Authority

1. Subject to any budget limitations or restrictions, decision making powers and authorisation of expenditure by the Committee in relation to the following functions is approved:
 - (i) The Custom House
 - (ii) Radford House
 - (iii) Allotments
 - (iv) Charlotte Court
 - (v) Montefiore Woodland
 - (vi) Technician's Depot (currently within Radford House)

The Committee has the power to arbitrate and make decision in relation to any disputes regarding the above.

2. Responsibility for setting of fees and charges in relation to the above.
3. Responsibility for setting hire agreements in respect of the above.
4. To make recommendations to the Full Council in respect of matters relating to Leases/Licences when the Council is the tenant.
5. Ensure the Council's duties are undertaking in respect of any Leases & Licences.
6. Ensure tenants duties are undertaken in respect of any leases / licences / agreements and take action as required (incl. termination of allotment contracts).
7. Oversee any maintenance and repair work.
8. Be responsible for overseeing RTC's Health & Safety Policy in all areas that the Committee manages and controls.
9. Be responsible for overseeing RTC's Equal Opportunities Policy in all areas that the Committee manages and controls.

10. To initiate and be responsible for environmentally friendly working practices, including carbon reduction.
11. Ensure the suitability of property assets for staff.

Special Projects

The council can delegate to the committee any special projects (a project that will have a finish), currently this includes:

1. Radford House Development Project

The Committee will undertake the same responsibilities for Radford House as above (Delegated Authority 1 – 11), along with the following that relate to the redevelopment project.

The Committee will be kept abreast of all activities undertaken by the Radford House Project Manager and will work either directly with the Project Manager or via the Town Clerk.

The Committee will make recommendations in respect of:

- Business Plan
- Site Services (e.g. heating methods)
- Design
- Restoration
- Community Engagement
- Marketing
- Future management structures
- Legal and compliance matters in respect of the above

The Committee will be advisory in respect of Radford House's development, with progress reports and recommendations being received by the full Council.

The Committee can seek input from "guest" members as it sees fit (who won't have voting rights).

NB. Due to the importance of this project the Town Clerk reserves the right to take business directly to the Council for consideration if this is more expedient.