Exmouth Town Council
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TOWN COUNCIL PREMISES AND ASSETS WORKING PARTY

Purpose: The Working Party shall advise the Council on the functions and services relating to the disposal, acquisition and management of all property and assets within the Council's ownership, including Gorfin Hall, the Clock Tower, catenary wires, CCTV, flag poles, festoon and Christmas lights, finger posts, Magnolia Kiosk, bus shelters etc.

The Town Council Premises and Assets Working Party will also have responsibility for leading the process of identifying new (freehold) premises for Exmouth Town Council.

Membership: Minimum three members

Quorum: Three members

Power: Local Government Act 1972, s.124

Delegated Authority: No

1. Terms

1.1. The Council's Standing Orders apply to all meetings of the Working Party.

1.2. The Working Party shall be appointed on an annual basis at the Annual Meeting of the Town Council.

1.3. The first order of business of the first meeting of the Working Party after its annual appointment will be to elect a Chairman.

1.4. The Chairman and Vice Chairman of the Council shall be Ex-officio, non-voting members of the Working Party.

1.5. The Working Party will meet twice a year. Additional meetings will be arranged as required.

1.6. Meetings shall not be open to the public unless the Committee feels it appropriate to include the press and public for specific items.

1.7. Members of the Working Party will receive an agenda and supporting papers in accordance with the Council's Standing Orders.

1.8. Notice of meetings and minutes will be published in accordance with the Council's Standing Orders.

1.9. Members of the Working Party must be familiar with Exmouth's Town Council's current Climate Plan. The Climate Plan should be referenced as part of any decision-making process.

2. Responsibilities

2.1 The Working Party shall advise the Council on the use of Council owned property and assets.

2.2 The Working Party shall agree schemes for the repair, construction, improvement and/or modification of Council owned property and assets.

2.3 To consider and agree terms of revenue generation and collection from the assets under its control.

2.4 To determine the usage policies and hire charges for the Town Council's property by outside organisations and individuals.

2.5 To agree the purchase of major items of plant and equipment within approved cost centre budgets where not already identified.

2.6 To agree the appointment of agents and specialist advisors in respect of acquisition, disposal and/or management of all Council owned property

2.7 The Working Party shall inspect all Council properties annually and then make recommendations to allow adequate budgeting for future projects.

2.8 To identify and secure a freehold base for Exmouth Town Council which will serve as the focus of the Council's administrative, democratic and customer service functions for the Town and the main venue for engagement between the Council and its customers:

2.8.1 to provide an accessible, public environment with a suitable working environment for Council staff and elected members;

2.8.2 to provide a suitably sized Council chamber which will be used for Council meetings and training events;

2.8.3 to maximise commercial opportunities and offset costs to the public purse by considering co-location opportunities with other community service providers;

2.8.4 to deliver economic and social value to Exmouth.

Adopted by Exmouth Town Council on 13th May, 2024.

Reaffirmed 18th May 2026
Review date: May 2027