



## Assets Working Group Terms of Reference

These rules are supplemental to, and do not in any way override, the Parish Council standing orders and/or Financial Regulations.

These Terms of Reference were reviewed and recommended by the full council at the Parish Council meeting on date 10 March 2025 (minute 24/159.3)

These Terms of Reference will be reviewed annually.

### **1. Objective of the Group**

The Assets Working Group is tasked with inspecting, advising and making recommendations to the full council on matters related to the Parish Council's assets.

### **2. Membership of the Group**

2.1 The Assets Working Group may include Parish Councillors and non-council members, appointed as and when appropriate, to ensure the ability of the group to carry out its objectives.

2.2 The minimum membership of the Group shall be three members.

2.3 The group may consist of all non-council members or be a mix of council or non-council members. The absence of council members does not negate the meeting of the group nor the ability of the group to inform the full council meeting of any information that might be pertinent..

### **3. Meetings of the Group**

3.1 The group may meet informally, without the need to inform the public of such meetings, nor the need to issue agendas or minutes of the meetings which take place.

3.2 The group may meet physically in a place of their choosing, through an online platform or communicate by email or other agreed communication channel to which all members of the group have access, as often as is necessary to achieve the objectives. No member of the group should be excluded from communications pertaining to the objectives of the group.

3.3 Meetings and communication should always be conducted with the principles of the Code of Conduct in mind, ensuring respectful debate.

### **4. Responsibility and reach of the Group**

4.1 The group's main objective is to have oversight of the Parish Council's assets.

4.2 Members of the group will consider drawing up a rota to ensure that all Parish Council assets listed on the Asset Register are inspected at least annually. The inspection shall verify the existence, location and condition of the assets.

4.3 The group will provide the full council with any information or make any recommendations as a result of inspection or knowledge of an asset's status.

4.4 The group will inform the clerk as soon as practicable if any Parish Council assets pose a risk to health and safety or require attention to prevent deterioration or loss of value.

4.5 The group will consider each year, around October, a forward plan that includes any projects or purchases that might enhance, develop or preserve the Parish Council's assets. The budgetary implications of the forward plan will be presented to the full council for incorporating into the budget forecast.

4.6 The group will review the Asset Register annually and recommend its veracity and adoption to full council.

4.7 The group will scrutinise the Insurance Schedule issued by the insurance company at the renewal date of the policy and make recommendations on its suitability to full council.

## **5. Communications**

5.1 The Communications and Press and Media Policy applies to any communications the group may wish to make and should be adhered to by all members of the group, both council member and non-council member.

5.2 Any communication which is to be sent by the group should be approved by the full council before such communication is issued and the media of such communication, whether by press article, on social media or other means, clearly agreed before the communication is released.

5.3 Any communication that is received and is pertinent to the working of the group will be forwarded to group members as soon as practicable by the clerk.

## **6. Data Protection and Freedom of Information**

6.1 The policies and procedures the council has in place should be understood and adhered to.

6.2 Council members need to be mindful that information exchanges may need to be disclosed if a Subject Access Request or Freedom of Information request is validly made.