

Landlords Legal sub Committee (sub cttee of Landlords cttee)

Meetings – as/ when required – at least quarterly.

Delegated Powers – No Delegated Powers (Advisory only)

Membership – up to 5 councillors of the Landlords Cttee.

Quorum – 3

Chairman – will be the Chairman of the Landlords Cttee

Public right to attend – No - due to the matters under discussion being subject to legal confidentiality as per the NOTE below.

Nomination of main point of contact with clerk/ staff/ third parties – Chairman or Town Clerk.

Aim: In conjunction with Town Clerk to research/ consider and report to full council on; legal/ professional advice received, leases, tenancies, tenders associated with the Town Council property portfolio in accordance with current legislation.

Responsibilities:

- To consider rent reviews and leases.
- To consider and report to council on professional advice received
- To consider and evaluate tenders/ quotes for work received.
- To consider legal responsibilities of Town Council as landlord.
- To consider property rental rates of return as individual rent reviews become due.
- To consider other matters as Council requests.

NOTE: this sub cttee considers; information about individuals disclosure of which would breach the obligations of a council under Data Protection Act 1998, information that is commercially sensitive including tenders/ quotes, communications from professional advisers ie solicitor/ surveyors, architects which is protected by legal professional privilege, legal documents such as leases which are subject to contract. All such information is subject to confidentiality.

Decisions and Delegated Powers

Advisory groups are constituted to implement the decisions of full Council as are specifically identified in their Terms of Reference, may only use the resources as delegated by full Council and have no mandate to make decisions on behalf of the Council save as are delegated to act in that capacity.

The Landlords Advisory Group is constituted to consider matters on behalf of the Town Council as per the Terms of Reference and it will refer upward to full Council for decisions on matters outside its Terms of Reference. The Landlords Advisory Group will refer upward to full Council for decision on significant, substantial, contentious or strategic issues.