

## Landlords Committee

Meetings – as/ when required – at least quarterly.

Delegated Powers – No Delegated Powers (Advisory only )

Membership – up to 5 councillors

Quorum – 3

Appointment of Chair – At its first meeting, committee to appoint chairman from its membership.

Public right to attend – Yes

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

Term of office – usually 4 years but this is flexible.

**Aim;** In conjunction with Town Clerk to research/ consider and report to council on the management and maintenance of the Town Council building property portfolio in accordance with current legislation.

### **Responsibilities:**

- To consider the maintenance schedule for Town Council property and to work with the Town Clerk to request quote/ tenders for possible works as required.
- To research options for Town Council properties and opportunities for potential of existing assets including increasing investment income.
- To review land for registration with land registry for those parcels of land not already registered.
- To consider other matters as Council requests.

**Note: this cttee may consider; 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.