

**BRIDGNORTH TOWN COUNCIL
TOWN COUNCIL MEETING**

19th July 2022

LJ/2022

14 July 2022

OFFICER REPORT TO TOWN COUNCILLORS

AGENDA ITEM 11 – PROPERTY & GROUNDS COMMITTEE

AIM

1. To provide comment on the proposal from Councillor Wellings to reinstate the Property & Grounds Committee.

BACKGROUND

2. The previous Property and Grounds Committee ceased to be in May 2017 (minute 0022/1718 dated 16th May 2017 refers). A copy of the Terms of Reference (TORs) for the Committee up until that time is attached at Appendix 1.
3. The current makeup of the Town Council Standing committees and their TROs was approved at the Annual Council Meeting in May 2022.

DISCUSSION/ COMMENT

4. The previous TORs (Appendix 1) are likely to be considered out of date, in part because they were part of a suite of Committees that likely complemented each other and/or tried to avoid overlap.
5. It is likely that a committee would seek to meet at least 4 times a year and members would need to consider what dates might be suitable amongst the available dates in the meeting schedule.
6. The current schedule of meetings can be found at Appendix 2 and there is no real regular opportunity to squeeze in another series of committee meetings.
7. Any additional meetings generally attract additional staff time (be that preparing and distributing agendas or attending the meeting). I am of the opinion that, a further additional committee along with the continuation of 2 Council meetings in 6 of the 12 months of the year would require additional staffing resource unless some other routine tasks were removed from staff. The recent formation of a Finance Committee has already increased administrative workload for meetings. It should

also be noted that since 2021 the FTE hours for administrative staff has been reduced by 15 hours per week.

8. The proposal and the commentary attached raises some pertinent points however, it would be useful to appreciate the specific role envisaged of the committee (assuming that the previous TORs are no longer appropriate).
9. Buildings and property management has a number of threads including; defining/refining purpose, maintaining condition and budgeting implications e.g. are they income generators or subsidised services and what impact they have on the level of taxation? Some of these considerations will be of concern to other committees or the Town Council as a whole and require wider input or consideration of competing demands.
10. Currently the Town Council on a frequent but irregular basis receives a report from the Outdoors and Property Manager to provide an overview/ update and make recommendations on activities. There have been 4 such reports provided to Full Town Council during 2022.

SUMMARY

11. Councillor Wellings has proposed the reintroduction of a Property and Grounds Committee which ceased to exist in early 2018.
12. Some opportunity already exists through the frequent Outdoor and Property Managers reports to discuss property and grounds matters.
13. Further consideration of available/increase in staffing resource along with timetabling regular meetings into the current meeting schedule is required.

RECOMMENDATION(s)

14. There are no recommendations



Lee Jakeman
Town Clerk

Property and Grounds Committee Terms of Reference 2015

- To make decisions on all matters relating to the following areas of responsibility subject to any expenditure to be incurred remaining within the committees agreed delegated budget
- To make recommendations on all matters relating to the following areas of responsibility subject to any expenditure to be incurred remaining within the Town Council agreed budget
 1. Fairs, circuses, park, recreation grounds, open spaces, equipped areas for play and youth activity
 2. All Town Council buildings and grounds
 3. Allotments
 4. The provision of cemeteries, crematoriums and similar facilities, the maintenance of closed graveyards
 5. The planting maintenance, preservation and felling of trees
 6. Provision and maintenance of litter receptacles and all matters relating to civic amenities such as Christmas trees, floral decorations etc
 7. The provision and maintenance of public seats and monuments
 8. The promotion of good environmental management

2022/2023 Schedule of Meetings

Full Town Council	Planning Committee	Personnel Committee	Events Committee	Finance Committee	Property & Grounds ??
17 May 2022					
19 May 2022					
7 June	13 June	14 June	6 June		
21 June					
5 July					
19 July				12 July	
16 August					
6 September					
20 September	12 September	9 September	5 September		
18 October				11 October	
1 November					
15 November					
20 December	12 December	13 December			
17 January 2023			9 January	10 January	
7 February					
21 February					
21 March	13 March	14 March	6 March		
18 April				11 April	
16 May 2023					