

Seascale Parish Council

Assets and Development Working Group Terms of Reference.

1) Introduction

The Assets and Development working group has been established to recommend to the full council items regarding the appropriate management of its assets and projects under development or consideration. Unless it has delegated authority specified in these Terms of Reference, the WG can only propose recommendations to full council as required.

The WG must always abide by the council's current approved Standing Orders and Financial Regulations and any other relevant policies. It must work with the guidelines of good practice and employment law. The membership of the WG for each council year and a review of the Terms of Reference will be agreed at each Annual Meeting of the full council.

Larger projects or complex funding will require the establishment of a task and finish group, working to this group and terms of reference. T and F groups may have non- voting lead member(s) of the public to support the project as appropriate.

2) Membership

The WG will consist of Councillors who have a link to each of the assets and those in development with a quorum for a meeting being three. The membership and chair will be elected at the SPC Annual Meeting each year.

If a meeting is absolutely necessary and members of the WG are unavailable, the Clerk, Chair of Staffing and Chair of the Council will together agree and nominate a substitute.

The WG can only consist of Members of Seascale Parish Council but parishioners leading on development will be invited to attend as appropriate.

3) Aim and Remit of the Assets and Development working group

- a) To identify all assets and ensure that for each there is a clear documentation in place which demonstrates SCP role and responsibility and how the other responsibilities relating to that asset will be managed.
- b) To act as a point of contact for councillors leading on volunteer led projects to ensure they and their volunteers are well supported in ensuring the viability of assets.
- c) To ensure there is an asset register in place with appropriate values attached.

- d) To undertake annual reviews to predict works relating to the SPC responsibilities and liabilities, ensuring that any findings where the responsibility lies with the tenant/user are clearly identified and the body notified,
- e) To ensure that annually the RFO has information for budget purposes and predicting future financial commitments.
- f) To ensure that maintenance and Health and safety checks are undertaken, including statutory items such as fire extinguishers, smoke alarms and similar. To consider how items identified by inspectors can be addressed.
- g) To undertake the process for dealing with disputes relating to who has responsibility.
- h) To obtain quotes in line with the financial standing orders for work, maintenance or equipment required. To ensure these are on the agenda for the next appropriate SPC full meeting, with any other information required for decision making.
- i) To, when applicable, ensure contractors have personnel policies and insurance.
- j) To identify projects that would enhance the lives of the people of Seascale or their visitors, preparing outline information for discussion at the WG. If these do appear to be practical and desirable to support, to identify potential funding resources.
- k) To identify the availability of funding sources so a proactive approach can be encouraged including support to the users/tenants of SPC assets.
- l) To prepare new project ideas into a paper to be presented at a full SPC meeting for approval to progress or for review.
- m) To source funding and write applications for approved new projects or improvements to current assets. To ensure these are signed off appropriately before submission by the RFO and full council.
- n) Once approved, to source and let contracts in line with financial standing orders.
- o) To identify a project manager/lead who will take day to day responsibility for ensuring the work is completed appropriately in the safest manner.

4. Meetings of the Working Group

- a) The WG should meet at least three times a year and otherwise as required. Agreed dates of meetings should be published in the Council's Meeting calendar.
- b) The chair of the WG will work with the clerk to produce an agenda at least three days before each meeting to be circulated to WG members. If the clerk is not present, a note taker will be identified and a record of the key actions recorded.
- c) Items will be agreed to be forwarded to the clerk for inclusion on the next SPC full council agenda.
- d) Details from confidential items from the agenda, if necessary, will be written as a separate confidential report for retention and will be signed by the chair at the next meeting. The notes will reference the confidential report and will include a summary of the decision.
- e) Action notes will be posted on the web site. END

6. Revision

- a) This policy will be reviewed annually
- b) the effectiveness of the working group will be reviewed annually.
- c) any changes required will be agreed by the full council

Dated 3rd Dec 2025