

**PROPERTY WORKING GROUP**

<b>TERMS OF REFERENCE</b>	
<b>Membership</b>	At least FIVE members of the Town Council and suitably qualified or skilled members of the public
<b>Authority</b>	Local Government Act 1972, Sections 101 – 106
<b>Conditions</b>	The Working Group is appointed by the full Council and will function within the conditions outlined in these Terms of Reference.  The Working Group will set its own meeting dates and report to the Finance & Asset Management Committee at regular intervals.
<b>Restrictions</b>	The Working Group has delegated authority to work within the responsibilities outlined below.

	<b>Responsibilities</b>	<b>Power</b>
1	To review the Town Council’s property portfolio including condition and maintenance.	Group to have the power to delegate to the Town Clerk.
2	To consider options and identify priorities for the future management and maintenance of the Town Council’s property holdings.	
3	To seek advice from relevant sources where appropriate.	
4	To explore funding opportunities for building renovation and enhancement.	
5	To report progress to the Finance & Asset Management Committee.	
6	To make recommendations for consideration by the Finance & Asset Management Committee or Town Council, as appropriate, on the future use, management and maintenance of the Council’s property holdings.	
7	To contribute to the development of the Town Council’s Strategic Plan.	

<b>Town Council Property</b>	
The Corn Exchange and car park The Guildhall 10 High Street 2 Burgage Way (freeholder only) Cemetery and Chapel Allotments The Square and the Cooke Clock Linden Lodge The Pound	Public toilets at Queen Street and St Mary’s Lane Bus shelters at Queen Street and Victoria Road The Museum / Memorial Hall (currently leased to SC) The Library (currently leased to SC) NB. The Gaskell Recreation Ground is excluded from the remit of this working group