



NEW ALRESFORD TOWN COUNCIL

Alresford Recreation Centre, The Avenue, Alresford, Hampshire, SO24 9EP
Tel: 01962 732079 Website: www.newalresford-tc.gov.uk

Property Committee Terms of Reference

1. Organisation

The Committee is a Standing Committee, with members appointed and the Chair elected by New Alresford Town Council at its Annual Meeting. The Committee's Terms of Reference will be agreed at the Annual Meeting of the Council.

The Committee will conduct its business in accordance with NATC Standing Orders and all relevant legislation. No business may be transacted at a meeting unless at least one-third of the whole number of members of the Committee are present and in no case shall the quorum of a meeting be less than three.

The Committee has delegated authority to proceed with all matters within its budget. Expenditure exceeding £5,000 or relating to non-budgeted items must be referred to the Town Council for approval.

Minutes of each meeting must be approved at the following Committee meeting. Any items the Committee refers to the Town Council for information or decision shall be submitted via the Town Clerk for inclusion on the agenda of the next Council meeting.

2. Responsibilities

The Property Committee will:

- Oversee the maintenance and improvement of the Town Council's recreation grounds, gardens and allotments
- Oversee the maintenance and improvement of the Town Council's park facilities including play areas, skate park and outdoor.
- Oversee the maintenance and improvement of the Town Council's buildings and car parks.
- Oversea public toilet facilities in the Town.
- Monitor and manage the Town Council's tree stock, bins and benches in open spaces.
- Administer, monitor and review the property asset register.

- Oversee and administer the provision of utilities and make recommendations to Town Council regarding utilities contracts.
- Liaise with NATC tenants, room hirers, sports clubs and groups using facilities and open spaces for events.
- Review facility hire prices and make recommendations to Town Council.
- Monitor all Health and Safety requirements.

Version	Owner	Date Approved	Minute ref
V1	Town Council	13 th May 2025	25/009
V2	Town Council	14 th October 2025	25/079b