



# **BISHOPSTOKE PARISH COUNCIL**

## **ASSETS COMMITTEE**

### **TERMS OF REFERENCE**

**These Terms of Reference were adopted  
at the Full Council meeting on**

**10<sup>th</sup> March 2026**

**D Wheal**

**Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL**

**ASSETS COMMITTEE**

**TERMS OF REFERENCE**

**Amendment Sheet**

<b>Amendment No.</b>	<b>Date Incorporated</b>	<b>Subject</b>
4.1.1	11 <sup>th</sup> November 2025	Added facility to amend meeting date / venue

**TERMS OF REFERENCE FOR THE  
ASSETS COMMITTEE**

**1 Membership**

- 1.1 The Committee membership shall comprise up to seven members, initially appointed at the Parish Council AGM in May and amended as appropriate throughout the year.

**2 Chair**

- 2.1 The Chair and Vice-Chair of the Committee will be elected at the first meeting following the Parish Council AGM in May. If both Chair and Vice-Chair are absent for a meeting, then a Chair for the meeting will be elected at that meeting. Upon resignation of the Chair, the Vice Chair will assume the Chair and a new Vice Chair elected from the remaining members. Upon resignation of the Vice Chair, a new Vice Chair will be elected from the remaining members.

**3 Quorum**

- 3.1 A quorum will consist of three members of the Committee.

**4 Meetings**

- 4.1 The Committee shall meet every other month on the fourth Tuesday beginning in May unless otherwise decided at a previous meeting of either the Assets Committee or the Full Council.
- 4.1.1 If a request to change a Committee meeting date and/or venue is submitted by a Councillor or Officer and there is no available Full Council or Committee meeting at which to consider the request, the Chair and Vice Chair of the Council or Committee, in conjunction with the Clerk, may consider the request and, if thought appropriate, approve the request. Any such change would then be communicated to all Committee members as soon as possible
- 4.2 The Clerk or other officer shall produce and circulate an agenda for the meeting, including any relevant policy, procedure or other document being discussed, at least three clear working days in advance of the meeting in accordance with Parish Council Standing Orders.
- 4.3 The Clerk or other duly appointed person shall take minutes of the meeting and take any follow-up action as directed. Draft minutes will be provided to the Chair as soon as possible and then circulated to the Committee members no later than the point at which the next agenda is circulated.

## **5 Reporting**

- 5.1 A report on the resolutions and recommendations of the Committee will be presented at each Full Council meeting. The Chair or other nominated member of the Committee may present an additional report to the Council. The approved minutes of the last Assets Committee meeting will be sent to all Councillors as part of the document pack for the subsequent one.

## **6 Decisions**

- 6.1 The Committee will have no power to make decisions on behalf of the Council except in the following areas:

6.1.1 Date, Time and Place of its Meetings.

6.1.2 Identifying and filling the training needs of the Committee, within the overall training budget specified by the Full Council.

6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Committee.

6.1.4 All matters pertaining to the running of Parish Council allotments.

6.1.5 All matters pertaining to Bishopstoke Cemetery, Stoke Common Cemetery, St Mary's churchyard, Old St Mary's churchyard and the War Memorial.

6.1.6 All matters pertaining to the running of all play areas owned or run by the Parish Council. This excludes the design and budget for new or completely refurbished play areas.

6.1.7 All matters pertaining to the management of existing open spaces and trees owned by, run by, or the responsibility of the Parish Council. This excludes taking over or creating any new open spaces.

6.1.8 All matters pertaining to Council-owned and managed buildings.

6.1.9 Proper use and maintenance of existing CCTV equipment. This excludes the purchase of new equipment and any policies that relate to CCTV use.

6.1.10 All matters pertaining to Council owned street furniture.

## **7 Budget**

- 7.1 The Committee will have the power to commit to any necessary expenditure on behalf of the Council relating to its decision-making powers providing it is within the relevant budget set by the Parish Council each year. Any other expenditure the Committee recommends must be either approved by the Clerk (in cases where emergency work is required) or must be agreed by the Council (in cases where either there is no agreed budget for the expenditure or it exceeds the agreed budget by over 10% or £100, whichever is greater).

7.2 Any expenditure the Committee wishes to undertake that is either greater than budgeted or not yet budgeted for must be sent to the Parish Council for approval.

## **8 Responsibilities**

8.1 The Committee will have specific responsibility in the following areas:

8.1.1 To oversee the running of Council allotments.

8.1.2 To oversee the management of burial matters, including the war memorial.

8.1.3 To oversee the management of Council play and leisure areas.

8.1.4 To oversee the management and maintenance of street furniture, and the fixed asset register.

8.1.5 To oversee the maintenance and use of all Council owned open spaces, and to maintain the Council's trees and hedges.

8.1.6 To oversee any work done under the Assets of Community Value programme.

8.1.7 To oversee the maintenance of Council-owned and managed buildings.

8.1.8 Use and maintenance of Council CCTV equipment.

8.2 The Committee will be expected to make recommendations on:

8.2.1 The takeover and management of any assets provided by developers.

8.2.2 Any brand new or complete replacement play areas.

8.2.3 The creation of any new open spaces.

8.2.4 The purchase and placement of new CCTV systems and the re-siting of existing systems.

8.2.5 CCTV policy.