



BUILDING MANAGEMENT COMMITTEE

TERMS OF REFERENCE 2026

Status of the Committee

The Building Management Committee is a standing committee of Stotfold Town Council established under section 101 of the Local Government Act 1972.

The Committee shall exercise the powers and functions delegated to it by the Town Council, subject to:

- statute and common law.
- the Council's Standing Orders.
- the Council's Financial Regulations.
- the Council's Scheme of Delegation.
- approved budgets.
- the Council's Asset Management Policy and other relevant adopted policies; and
- any specific direction of the Town Council.

Membership of Committee

- The Committee shall comprise 8 Town Councillors, appointed annually by the Town Council at its Annual Meeting.
- The Chair of the Council (Town Mayor) and Vice-Chair of the Council (Deputy Mayor) shall be ex-officio members of the Committee and shall be voting members.
- The Town Council shall appoint the Chair of the Committee in accordance with Standing Orders.
- The Committee may appoint a Vice-Chair at its first meeting after the Annual Meeting of the Council, if permitted by Standing Orders.
- Four members shall constitute a quorum.
- Non-members of the Committee may attend meetings and, at the discretion of the Chair, may speak but may not vote.

Frequency of Meetings

- The Committee shall meet at least six times in each municipal year, or more frequently as required.
- Extraordinary meetings may be called in accordance with the Council's Standing Orders.
- Meetings shall be held in public unless the Committee resolves to exclude the press and public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 and other relevant legislation.
- Public participation shall be in accordance with the Council's Standing Orders.

Purpose

The purpose of the Building Management Committee is to oversee the management, maintenance, compliance, use and development of the Council's buildings and built assets within its remit, and to make decisions within approved budgets and delegated powers.

In all its considerations and actions, the Committee shall have regard to:

- the Council's adopted Corporate Strategic Plan.
- the Council's Asset Management Policy.
- health and safety obligations.
- accessibility and equality considerations.
- value for money.
- sustainability and biodiversity, where relevant to buildings and land.
- the needs of hirers, tenants and the wider community.

Delegated Powers

The Committee is authorised to make decisions and incur expenditure within its approved budget and delegated powers in relation to the buildings and premises listed below:

- Memorial Hall
- Greenacre Centre
- Simpson Centre
- Mossman Centre
- Site leased to Stotfold Scouts
- Site leased to Stotfold Bowls Club
- Stotfold Football Club clubhouse and surrounding areas (excluding grass and planting) including car park.
- Cemetery Toilets and Chapel

The Committee may:

- oversee day-to-day building management arrangements through the proper officer and relevant officers.
- instruct repairs, servicing, maintenance and minor improvement works within budget.
- oversee planned and reactive maintenance.
- review property condition, compliance and usage.
- oversee building-related contracts and contractor performance.
- review hire charges, lettings arrangements and lease matters within delegated authority.
- make recommendations to Full Council or Governance & Resources Committee where matters fall outside delegated powers.

Buildings and Premises Management

The Committee shall be responsible for the overall management and maintenance of the Council buildings and premises within its remit, including:

- Memorial Hall
- Greenacre Centre
- Simpson Centre
- Mossman Centre / relevant leased site
- site leased to Stotfold Scouts
- site leased to Stotfold Bowls Club

- Stotfold Football Club clubhouse and surrounding built areas, excluding grass and planting, including the car park
- Cemetery Toilets and Chapel
- any other buildings or built assets assigned to the Committee by the Town Council.

This includes authority to:

- Arrange and oversee maintenance, repair and upkeep of buildings and associated built infrastructure.
- Maintain a rolling programme of planned maintenance and improvement works.
- Review property condition, suitability, lifecycle issues and future investment needs.
- Oversee building security, access, fabric maintenance and serviceability.
- Ensure the development and maintenance of buildings and premises aligns with the Council's approved policy framework and strategic priorities.
- Consider opportunities to improve use, efficiency, accessibility and income generation from Council buildings.

Asset Management and Planned Maintenance

The Committee shall support implementation of the Council's Asset Management Policy in relation to buildings within its remit, including:

- Maintaining oversight of planned maintenance programmes.
- Reviewing building condition information, surveys and asset records.
- Considering lifecycle replacement needs for building components and fixtures.
- Recommending priorities for capital investment, refurbishment and improvement projects.
- Supporting effective use of the Council's property portfolio in line with strategic and operational need.
- This reflects the Asset Management Policy, which provides for planned maintenance programming, condition surveys and management of property assets as a corporate resource.

Health, Safety and Compliance

In relation to buildings and premises within its remit, the Committee shall:

- Oversee compliance with relevant statutory and regulatory requirements.
- Ensure suitable arrangements are in place for:
 - fire safety.
 - electrical safety.
 - gas safety.
 - legionella management.
 - asbestos management.
 - general health and safety inspections.
 - accessibility and building safety matters.
- Review condition reports, risk assessments, compliance reports and recommended actions.
- Ensure that Council owned built assets are maintained in a safe and lawful condition.
- Monitor that contractors engaged on building works meet required standards.
- The Council's Asset Management Policy already refers to annual gas testing, five-year electrical testing, annual legionella testing, asbestos management and ongoing fire risk and health and safety management.

Lettings, Hire Charges and Use of Premises

- The Committee shall be responsible for:
- Maintaining and reviewing the lettings policy for Council owned buildings within its remit.
- Reviewing and determining hall hire and room hire charges annually as part of the budget-setting process.
- Overseeing the use, booking arrangements and operational suitability of Council premises for community, commercial and Council purposes.
- Reviewing occupancy, usage patterns, income performance and opportunities to improve value from the Council's buildings.
- Making recommendations on wider strategic use of buildings where required.

Leases, Tenancies and Occupation Arrangements

The Committee shall:

- Review leases, licences and tenancy arrangements relating to Council owned buildings and premises within its remit.
- Monitor compliance with lease or tenancy terms where relevant.
- Consider renewals, reissues and related property matters where delegated.
- Make recommendations to Full Council where legal, financial or strategic implications exceed delegated authority.
- However, where lease matters relate to cemetery operational functions or other service areas allocated elsewhere, the Committee shall work with the relevant committee and officers to ensure responsibilities are clear.

Finance and Budget

Within the service areas delegated to it, the Committee shall:

- Resolve actions incurring expenditure within its approved budget and delegated financial limits.
- Monitor budget performance throughout the year.
- Conduct a half-yearly appraisal of the budget based on September figures, or such other reporting cycle as the Council determines.
- Prepare estimates of expenditure in October for the forthcoming financial year for consideration by Council via the Governance & Resources Committee.
- Review anticipated year-end expenditure and make recommendations on any actions required.
- Review income from hall hire, building hire, leases and related charges within its remit.
- Monitor value for money in contracts, maintenance and premises management.
- The wider Scheme of Delegation confirms that committees may exercise delegated powers only within law, Standing Orders, Financial Regulations, approved policy framework and budget.

Matters Reserved to Full Council or Another Committee

The following matters are reserved to Full Council, Governance & Resources Committee, or another properly authorised body unless expressly delegated elsewhere:

- Approval of the annual budget and precept.
- Approval of borrowing.
- Approval or reallocation of earmarked reserves.
- Approval of major capital projects not already approved in the budget or capital programme.
- Acquisition or disposal of land or buildings.

- Grant of a new lease, disposal of a leasehold interest, or any material lease variation unless expressly delegated.
- Adoption or amendment of council-wide policy.
- Commitments above approved delegated limits or outside approved budgets.
- Any matter which by law must be determined by Full Council.

Working Groups and Task and Finish Groups

The Committee may establish working groups or task and finish groups in accordance with the Council's Standing Orders and Scheme of Delegation.

- Such groups shall be advisory only and shall not make binding decisions on behalf of the Council.
- The membership, remit and duration of any such group shall be clearly recorded.
- Your Scheme of Delegation confirms that working groups may be created, but that delegated power cannot be exercised by working parties themselves.

Officer Delegation and Urgent Matters

- Day-to-day management of land, buildings and related resources shall remain with the appropriate officers in accordance with the Council's Scheme of Delegation.
- Where urgent action is required between meetings in relation to matters within this Committee's remit, the Town Clerk/Proper Officer may act in accordance with the Council's Standing Orders, Financial Regulations and Scheme of Delegation, in consultation with the Chair of the Committee and/or Chair of the Council where appropriate.
- Any urgent or delegated action taken shall be reported to the next meeting of the Committee or Council as appropriate.
- The Scheme of Delegation gives day-to-day management of land and buildings to the Public Realm Manager and requires reporting of delegated decisions for transparency.

Reporting and Accountability

- Minutes of the Committee shall be reported to the next appropriate meeting of the Town Council.
- The Committee shall keep under review its service responsibilities, budgets, planned maintenance priorities and delegated powers.
- The Committee shall review all documents and policies pertaining to its remit and make recommendations where amendments are required.
- These Terms of Reference shall be reviewed annually at the Annual Meeting of the Town Council, or sooner if required.
- Annual review of committee terms of reference is also reflected in the Council's Standing Orders.