



Properties Committee Terms of Reference

Membership

Appointed annually by the Board of Trustees.

Chair and Vice Chair of the Committee

Appointed annually from their number in the first meeting following the AGM of the Board of Trustees. In the absence of Chair or Vice Chair, the Committee shall choose an Acting Chair from their number for that meeting.

Quorum

The quorum for a meeting of the Committee, and for any vote on any matter at such a meeting, is one half (rounded up to a whole number) of the membership of the Committee and with a minimum of three Trustees.

Meetings

There will be four meetings a year, as detailed in the schedule published by the Clerk to the Trustees. Additional meetings can be called as necessary on the instructions of the Chair of the Committee.

Core Purpose

This Committee exists primarily to act on behalf of the Board of Trustees in relation to all matters concerning the properties and grounds owned by the Municipal Charities of Stratford upon Avon. This responsibility is broken down into the following main areas:

- Monitoring and execution of the Routine and Cyclical maintenance of properties and gardens plus initiating extraordinary repairs as and when required.
- Reviewing areas highlighted as part of the Quinquennial Inspection and putting into place a schedule of work according to priority.
- Reviewing health and safety matters that could have a detrimental effect on residents, staff and visitors, and taking appropriate action to manage identified risks.
- Identifying any areas requiring updating or refurbishment, to include painting and decorating.
- Acting on items highlighted by residents during Trustee visits.
- Identifying opportunities for possible future property investment, including remodelling of current properties.
- Ensuring that appropriate funding bids are submitted to outside organisations for major works or specific projects.
- Tendering for all contracts for such work as gardening and grounds maintenance, window cleaning, utilities supply and general cleaning.
- Retaining the discretion to request that three estimates are obtained for major building works.

- Carrying out periodic review and analysis of the main maintenance contract and making recommendation to the Board of Trustees with regards to the tender process for renewing said contract.

Delegated Powers

- The Committee has the delegated power to spend up to £10,000 per project in relation the discharge of its duties, with any amount over £5,000 being notified to the Board of Trustees for information. Any planned expenditure over £10,000 will be referred to the Board of Trustees for consideration at its next meeting, or approval will be sought via email, depending on timescale requirements.
- The Chair of the Committee has the delegated power to spend up to £5,000, in exceptional circumstances, where there is an immediate and identifiable threat to the safety and well-being of a resident or member of staff and where it would not be practicable to convene a meeting or seek the authority of other Trustees. Such decisions will be recorded in the minutes of the next meeting of the Committee.

Other Responsibilities

These include, but are not limited to:

- Reporting to the Board of Trustees with regards to the status of the Cyclical and Extraordinary Maintenance funds.
- Supporting residents in respect of monitoring heating costs.
- Receiving and considering property requests directly from residents.