



# Terms of Reference Manor House Sub-Committee

Last reviewed:	March 2015
Last adopted:	May 2015
Next adoption due:	May 2019

## Premise

The purpose of this sub-committee is to provide overall management in respect of the Manor House. The Town Clerk shall be responsible for day to day matters and where necessary will refer items to this sub-committee. This sub-committee shall have spending powers within the budgets for all matters pertaining to the Manor House.

## Membership

The sub-committee shall comprise three appointed councillors with the Chair and Deputy Chair of the Resources Committee being ex officio members. The sub-committee will meet at least once each quarter.

## Key Elements

In conjunction with the Clerk's Office, the sub-committee will be responsible for;

- reviewing leases
- agreeing tenancy
- monitoring the fabric of the building
- monitoring the fixtures and fittings
- reviewing insurance levels
- monitoring inspections
- approving any redecoration, amendments or alterations

## Timetable and detail

1. **Leases shall be reviewed at least three months prior to renewal date.** The review will be conducted with the Clerk's Office and shall include any increase in the annual rent. Should the proposed increase be below inflation, approval shall be sought from the Resources Committee.
2. **Any change in tenancy shall be reviewed in detail.** This shall ensure the nature of proposed business to be conducted, the occupancy level, car park usage, refuse disposal, etc.
3. **The fabric of the building shall be inspected every six months.** This inspection shall be conducted in March and September.
4. **Fixtures and fittings shall be inspected every six months** at the same time as the fabric.
5. **The insurance level shall be reviewed annually** in February.
6. **The monitoring of inspections shall occur annually** in February. This shall include the fire alarms system, electrical systems, Risk Assessments, Health and Safety, etc.
7. **Quotations for redecoration, etc. shall be obtained as and when required.** Wherever possible, three quotations shall be sought and a recommendation put to the Resources Committee should the quotations fall outside of the budget level.