

**BENTHAM TOWN COUNCIL**  
**Buildings Maintenance Committee Terms of Reference 2020**

The Council owns two buildings, Bentham Town Hall and the Community Youth Building. It is fully responsible for running and maintaining the former; whilst the latter is leased to Bentham Youth Café and the Council is only responsible for the exterior and the structure of the building (internal decoration is the responsibility of the Youth Café)

To monitor the condition of the Council owned buildings, i.e. Town Hall & Community Youth  
Maintenance issues in the Town Hall should be reported by the clerk.

The committee should make a tour of the building, at least annually, to keep a check on the fabric of the building.

Maintenance issues in the Community Youth Building should be reported to the clerk by the tenants (Youth Café committee).

The clerk should tour the building on a six-monthly basis and the committee should make an annual tour to check the fabric of the building.

Both buildings have a 'Buildings Defects Book' where all maintenance issues and problems should be recorded, and all staff / regular volunteers should be aware of the problems as listed.

To discuss and agree maintenance tasks and their priority.

To devise or obtain suitable specifications for maintenance tasks and get quotes for the work.

To select and approve contractors and accept quotes within the maintenance budget.

The requirement for extra spending over and above the agreed budget needs approval from full Council.

To contribute to the Council's budgeting process by outlining future improvement projects and their potential costs at the appropriate time.

To review the Fire Risk Assessments as required and necessary for agreement by full Council.

To review and update the Risk Assessment for Bentham Town Hall on an annual basis for agreement by full Council,

To formulate and keep up to date a procedure for emergency maintenance issues.

The clerk has delegated powers to spend £500 in the case of emergency, and in the case of buildings maintenance should only do so in consultation with at least two members of the committee, and report such expenditure to the Council at the earliest opportunity.

**REVIEWED AND APPROVED AT FULL COUNCIL MEETING OF 18<sup>th</sup> MAY 2020.**

**To be reviewed annually at May council meeting.**