

St Athan Community Council Building Maintenance Committee Terms of Reference



Adoption

These Terms of Reference were adopted by St Athan Community Council on 5th May 2026.

Minute reference:

Review date: 4th May 2027

Signed:

Name:

Chair of St Athan Community Council

1. Purpose

The Building and Maintenance Committee is established to oversee the maintenance, repair, improvement, safety, use and general condition of buildings, land, fixtures, fittings and associated outside areas owned, leased, occupied or managed by St Athan Community Council.

The Committee will make recommendations to Full Council and, where delegated authority is granted, take decisions within agreed budgets and policies.

2. Scope of Responsibility

The Committee shall have responsibility for considering and overseeing matters relating to:

- a. The Council building, chambers, meeting rooms, storage areas and associated facilities.
- b. External areas, including paths, boundaries, signage, lighting, access points and other Council-managed outside spaces.
- c. Routine maintenance, repairs, inspections and minor improvements.
- d. Building refurbishment projects, including chamber refurbishment.
- e. Health and safety matters relating to Council premises and land.
- f. Fire safety, accessibility, security, utilities and general building compliance.
- g. Liaison with tenants, hirers, contractors, volunteers and other users of Council premises where building or maintenance issues arise.
- h. Obtaining quotes, preparing specifications and monitoring approved works.
- i. Reviewing maintenance needs and preparing forward maintenance plans.
- j. Making budget recommendations to Full Council for building and maintenance expenditure.

3. Membership

- a. The Committee shall consist of two councillors, appointed by Full Council.
- b. The Committee shall operate collectively and shall not appoint a Chair or Vice-

Chair.

c. Meetings shall be facilitated by the Proper Officer and/or Responsible Financial Officer for administrative purposes only.

The Proper Officer and/or Responsible Financial Officer may provide advice, procedural guidance and financial information but shall not vote or take part in decision-making.

Agendas and papers shall be issued in accordance with the Council's Standing Orders.

d. Decisions and recommendations shall be made jointly by the two appointed councillors.

e. Where the two councillors cannot agree on a recommendation or decision, the matter shall be referred to Full Council.

f. The Council Chair and Vice-Chair may attend meetings as voting members only if appointed to the Committee, unless the Council resolves otherwise.

4. Quorum

The quorum shall be two voting councillors.

No business shall be transacted unless both appointed councillors are present.

5. Frequency of Meetings

The Committee shall meet as required, and normally no fewer than three times per year.

Additional meetings may be arranged where urgent maintenance, health and safety, contractor or project matters require consideration.

6. Delegated Authority

The Committee may act only within authority delegated by Full Council.

Subject to the Council's Standing Orders, Financial Regulations and approved budget, the Committee may be authorised to:

a. Approve routine maintenance and minor repair works up to a limit of £3,000 per item or project.

b. Instruct the Proper Officer to obtain quotes or specifications for building and maintenance works.

c. Recommend preferred contractors to Full Council where expenditure exceeds delegated limits.

d. Authorise emergency works where delay would create a safety risk, risk of property damage, service disruption or legal non-compliance, subject to reporting the action to the next Full Council meeting.

e. Monitor approved works and report progress, issues and costs to Full Council.

The Committee shall not enter into contracts, leases, licences or major commitments unless expressly authorised by Full Council.

7. Financial Controls

- a. All expenditure must comply with the Council's Financial Regulations.
- b. The Committee shall work within the budget approved by Full Council.
- c. Where quotes are required under Financial Regulations, the Proper Officer shall obtain and record them.
- d. The Committee shall not split works or purchases to avoid financial limits.
- e. Any expected overspend must be referred to Full Council before commitment, except in genuine emergency situations.
- f. All invoices shall be processed through the Council's normal payment approval procedure.

Suggested delegated spending limits:

Type of expenditure	Suggested authority
Routine maintenance or minor repair	Up to £500
Urgent health and safety work	Up to £2,000, reported to next Full Council
Works above delegated limit	Recommendation to Full Council
Capital/refurbishment projects	Full Council approval required

8. Health and Safety

The Committee shall:

- a. Review health and safety matters relating to Council premises and outside areas.
- b. Ensure risk assessments are considered where appropriate.
- c. Recommend action on fire safety, electrical safety, accessibility, slips/trips hazards, security and contractor safety.
- d. Report urgent risks to the Proper Officer and Full Council without delay.
- e. Ensure that contractors are suitably competent and insured before works begin.

9. Contractors and Procurement

The Committee may:

- a. Prepare or approve draft specifications for works.
- b. Recommend suitable contractors.
- c. Review quotes and tenders in accordance with the Council's Financial Regulations, Standing Orders and any applicable procurement requirements.
- d. Where appropriate, advertise contract opportunities through Sell2Wales to encourage openness, transparency and competition.
- e. Recommend to Full Council whether a contract opportunity should be placed on Sell2Wales, having regard to the value, nature and urgency of the works.
- f. Monitor contractor performance.
- g. Recommend action where works are delayed, incomplete, defective or over budget.

The Proper Officer shall remain responsible for formal procurement administration, including publication of opportunities on Sell2Wales where authorised, correspondence with contractors, receipt and recording of quotes or tenders, and maintaining procurement records unless otherwise authorised by Council.

For clarity, the use of Sell2Wales shall not remove the requirement to comply with the Council's Financial Regulations, Standing Orders, budget limits or any legal procurement obligations.

10. Tenants, Hirers and Building Users

Where Council premises are used by tenants, hirers, community groups or other users, the Committee may consider building-related matters affecting those users. The Committee may make recommendations to Full Council on:

- a. Maintenance obligations.
- b. Access arrangements.
- c. Fixtures, fittings and alterations.
- d. Cleaning, utilities and shared use issues.
- e. Building-related conditions in agreements or licences.

The Committee shall not amend leases, licences or tenancy agreements unless authorised by Full Council.

11. Reporting to Full Council

The Committee shall report to Full Council after each meeting.

Reports should include:

- a. Decisions made under delegated authority.
- b. Recommendations requiring Full Council approval.
- c. Budget implications.
- d. Contractor or quote updates.
- e. Health and safety concerns.
- f. Progress on approved works.
- g. Any urgent action taken.

Minutes or notes of Committee meetings shall be submitted to Full Council for noting or approval, in accordance with Standing Orders.

12. Limitations

The Committee shall not:

- a. Set Council policy unless authorised by Full Council.
- b. Approve expenditure outside its delegated budget or limit.
- c. Enter into contracts beyond delegated authority.
- d. Make decisions reserved to Full Council.
- e. Act contrary to Standing Orders, Financial Regulations, the Code of Conduct or legal requirements.

13. Conflicts of Interest

Members must comply with the Councillor Code of Conduct and declare any personal or prejudicial interests.

Where a member has an interest in a contractor, tenant, hirer, property matter or related decision, they must declare it and withdraw where required.

14. Public Access and Confidentiality

Committee meetings shall be open to the public unless confidential or exempt matters are being considered.

Confidential matters may include:

- a. Contract negotiations.
- b. Commercially sensitive quotes.
- c. Legal advice.
- d. Staffing or tenant matters.
- e. Security-sensitive building information.

Exclusion of the public must be handled in accordance with Standing Orders and legal requirements.

15. Review

These Terms of Reference shall be reviewed annually at the Council's Annual Meeting, or sooner if required by changes in legislation, Standing Orders, Financial Regulations, Council structure or operational need.