WETHERBY TOWN COUNCIL

PROPERTY COMMITTEE
Terms of Reference

1. Introduction

1.1 The purpose of this Committee is to:

1.1.1 To consider and take decisions on any matters concerning the Town Council's green spaces, amenity land and recreation areas and overall provision of such areas within the Town.

1.1.2 To consider and take decisions on any matters concerning the Hallfield Lane cemetery or burial issues within the town.

1.2 The Property Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside the Property Committee's terms of reference shall be made to the Full Council.

1.3 The Property Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

2.1 The Property Committee shall consist of seven Town Councillors to be elected annually at the Annual Meeting of the Town Council.

2.2 Members of the Committee shall include the Deputy Mayor and any six other Councillors.

2.3 Three members of the Committee shall constitute a quorum.

2.4 The Deputy Mayor shall be the Chairman of the Property Committee.

2.5 In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Property Committee will be filled at the next meeting of the Full Council.

2.6 Substitutions are not permitted in the event of a Member's absence from a meeting of the Property Committee.

3. Meetings

3.1 The Town Clerk will call Property Committee meetings as necessary.

3.2 Members will be summoned to attend meetings which will usually be held in Wetherby Town Hall. Non-Members of the Committee may attend in their capacity as a Councillor, but will have no more rights at Committee meetings than members of the public.

3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

3.4 Site meetings may be held as necessary to gather information to help inform the work of the Property Committee. Site meetings must be attended by at least 3 members of the Property Committee.

3.5 The Property Committee shall have an obligation to ensure that relevant parties are given an adequate hearing. Members of the public shall have the opportunity to speak at meetings in accordance with the Town Council's Standing Orders.

4. Documentation

4.1 Minutes of all meetings will be recorded by the Town Clerk and circulated for approval at Full Council meetings.

4.2 All correspondence shall be conducted through the Town Clerk.

5. Scope

5.1 The Property Committee shall be responsible for the proper management of the recreation and amenity facilities provided by Wetherby Town Council, including any buildings, plant and equipment associated therewith.

5.2 The Property Committee's remit shall extend to:

5.2.1 Provision and maintenance of all the children's equipped play and adult's equipped exercise areas belonging to, or under the control of, Wetherby Town Council.

5.2.2 Provision and maintenance of open spaces, gardens and amenity areas belonging to, or under the control of, Wetherby Town Council.

5.2.3 Provision and maintenance of all the skate parks belonging to, or under the control of, Wetherby Town Council.

5.2.4 Provision and maintenance of all the bike parks belonging to, or under the control of, Wetherby Town Council.

5.2.5 Provision, maintenance, administration and management of the Hallfield Lane Cemetery.

5.2.6 Administration, management and maintenance of properties and buildings belonging to, or under the control of, Wetherby Town Council.

5.2.7 Provision and maintenance of equipment and other assets.

5.3 The Property Committee may undertake any other related functions by working with other agencies on matters of mutual interest such as highways and footpaths, street scene furniture, trees and vegetation.

5.4 The Property Committee shall manage all the services of this Committee in accordance with the Council's health and safety policy.

5.5 The Property Committee shall consider and implement, as directed by Full Council, proposals for the acquisition, promotion, management and development of recreation and amenity facilities.

5.6 The Property Committee shall have the delegated power to incur expenditure within the limits previously approved by the Council for the management of any facilities or activities which fall within this Committee's terms of reference.

5.7 The Property Committee will submit estimates of income and expenditure on continuing services and on capital account for the following year to the Budget & Governance Committee, not later than the end of October (as laid down in Financial Regulation 3.1).

5.8 The Property Committee may appoint appropriate Sub-Committees or Working Groups to facilitate the work of the Committee. Appointed groups will report back to the Property Committee.

5.9 The Property Committee reserves the right to refer any decision back to Full Council for consideration as and when necessary and to make recommendations for consideration and approval.

6. Review

6.1 The Property Committee's Terms of Reference are to be reviewed annually at the Annual Meeting of Wetherby Town Council.

These Terms of Reference were reviewed by Dianne Rickaby Clerk and RFO to the Town Council.

Signature Redacted.
Original can be viewed in the Town Council Offices, Wetherby Town Hall

Signed: .....

Dated: 9.6.26.

These Terms of Reference reviewed and adopted at Annual Town Council meeting 12th May 2026

Signature Redacted.
Original can be viewed in the Town Council Offices, Wetherby Town Hall

Signed: .....

Councillor Connor Mulhall, Mayor of Wetherby

Dated: 09.06.2026

These Terms of Reference were subsequently reviewed, and approved without amendment by the Town Council on:

Date: **Signed by Chairman:**