



Hadleigh Town Council

The Guildhall
Hadleigh
Suffolk
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(01473) 823884

ASSETS REVIEW SUB-COMMITTEE TERMS OF REFERENCE

The Assets Review Sub-committee reports to Council Matters.

They will review the legal titles, conveyances, leases and identify any restrictive covenants on all of the Council owned land and buildings and produce a summary for each asset that includes a valuation and details of Rent Reviews as appropriate.

This Sub-committee will be made up of 2 Councillors and up to 2 members of the public with expertise/experience in this area and will be appointed by Full Council.

Due to the confidential nature of its work, meetings of the Sub-committee will not be open to the public.

The Sub-committee is responsible for the following:

Roles:

- a) To review the legal titles, conveyances, leases on all Town Council owned land and buildings.
- b) To identify any restrictive covenants on all Town Council owned land and buildings.
- c) To produce a summary of every asset including a valuation and details of rent reviews.
- d) To assist in the registering of assets with Land Registry (if an asset is not registered)
- e) If instructed by Hadleigh Market Feoffment Charity to also undertake the same review for HMFC assets.

Delegations:

- a) To arrange its own meetings
- b) To appoint its own Chair

Any recommendations including budgetary spend must be approved by Council Matters.