

TOWN COMMITTEE TERMS OF REFERENCE	
ITEM	DESCRIPTION
Number of Members	Nine Councillors
Frequency of meetings	At least quarterly
Open to press & public?	Yes (unless a Resolution is made to exclude the press and public for a specific item / specific reason)
Quorum	Three
Overall purpose/scope	To oversee the management of all Land, Buildings, and other physical assets owned or managed by the Town Council. To co-ordinate the Council's relationship with Bruton residents, Businesses, Community organisations and visitors.
Associated Working Groups	Abbey Ponds Working Group Other WGs likely to be required in due course (e.g. County Fields, Traffic Watch)

SPECIFIC RESPONSIBILITIES	
1	To oversee Management & Development Plans for all Land & Buildings owned or managed by the Town Council including: <ul style="list-style-type: none"> • All open spaces, recreational and play areas • Jubilee Park • Abbey Ponds • Bruton Cemetery • St Mary's Churchyard • The Engine Shed and Food Bank. • The Community Office • Cuckoo Hill allotment and Durslade Community Garden • Station Road car park • Street furniture, bus shelters, trees and walls
2	To develop and implement Policies and Strategies for the Town Council's communication and engagement with the Bruton Community, visitors to Bruton and external organisations. For enhancing Bruton residents' democratic involvement with the Town Council
3	The oversee the development of the Town Council's communication and engagement channels, including via its physical Assets (e.g. the Community Office, recreation spaces, and noticeboards) and electronic media (eg websites and social media)

SPECIFIC RESPONSIBILITIES	
4	To oversee an inspection regime for all the above Land and Buildings, and any physical Assets.
5	To make recommendations to the Finance and Resources Committee/Full Council regarding the annual Budgets for the above physical assets, communication and engagement approaches.
6	To ensure all contracted work is carried out to a high standard, and to agree additional works within the Council approved budget.
7	To determine requests for use of all Land and Buildings
8	To determine requests for cemetery memorials not covered by the Council's Cemetery Regulations.
9	To liaise with Bruton Land and Property owners and Community organisation on matters related to Council activities