



Stony Stratford Town Council

TERMS OF REFERENCE – PROPERTY DEVELOPMENT COMMITTEE
(formerly known as the Library Committee)

1. The Committee shall be known as the Property Development Committee.
2. The Committee shall review and, where necessary, make recommendations to Stony Stratford Town Council on matters relating to the development and use of the building presently known as Stony Stratford Library. This will include but not be limited to :
 - Development of the building in accordance with the Council’s strategy ‘A Vision for the Future’ and the Partnership Agreement between the Town Council and Milton Keynes Council signed 25 February 2013
 - Advising the Town Council on short and medium term maintenance programs on the building
 - Recommending to the Town Council future capital investment needs, accounting for not only the development of the library service but also the expected extended usage of the building
 - Overseeing the Town Council’s Health and Safety responsibilities for the building
 - Recommending the award of contracts for maintenance of the building, its non-library service specific fixtures and fittings and its systems
 - Recommending a budget for the building to the Town Council and managing any subsequently agreed budget.
3. Any Member of the Town Council who is not a member of the Property Development Committee may attend and at the Chairman’s discretion speak to any item of business, but may not vote thereon.
4. In accordance with the Local Government and Housing Act 1989 s13 amended by the Parish and Community Council (Committees) Regulations 1990, all members of the committee have voting rights.
5. In the event of an inquorate meeting or a matter of expediency, the Chairman of the Property Development Committee, Chairman and Vice-Chairman of the Full Council shall agree a response, either by re-arranging a meeting or, should time not allow, agree a decision in line with Council Policy. Should one or all of the above designated Councillors not be present or available then those present, numbering not less than three, shall agree a response.
6. The membership shall comprise three Town Councillors and three other members representing Milton Keynes Council Library Service, the Friends of Stony Stratford Library and a community representative with suitable professional knowledge and expertise. The Committee may also invite such other expert input as it deems appropriate, *but such experts shall not be a member of the committee.*

