

Bangor City Council

Terms of Reference



Adopted by the Council on 28th June 2021

Assets, Resources and Projects Committee: Terms of Reference and Scheme of Delegated Powers.¹

1. Committee Objectives

1.1 The Assets, Resources and Projects Committee is responsible for the Council's agreed strategy, action plans and specific projects e.g. Pier external funding bids; green spaces; regenerating the High Street; investing in Council assets and putting a strategy in place for selling certain assets. It is an executive committee, with powers to make decisions. The Committee works alongside the Governance, Staffing and Finance Committee on activities and events.

2. Constitution & Membership

2.1 The composition, membership and terms of reference for the Committee shall be determined by Full Council.

2.2 The Committee shall comprise of ten members of the City Council (of whom three shall constitute a quorum), and the City Director acting as the City Council's Responsible Financial Officer. The Committee will include at least one member from every ward. In addition an ex officio position shall be made available to the Mayor holding no voting rights. Other members of the Council i.e. members of the Governance, Staffing and Finance Committee may attend Committee meetings and speak on particular agenda items, but will have no voting rights. Should any member leave the Committee for any reason then the Committee may nominate another member and have this confirmed at Full Council.

2.3 The Chair and Deputy Chair shall be nominated at the first meeting of the Committee, following the Council's Annual Meeting in May. In keeping with Bangor City Council Standing Order 9 if, in the event of a tie in the course of electing that Chair and Deputy Chair (when an equal number of votes is cast for each nominee) the situation shall be resolved through the drawing of lots. Committee members, Chair and Deputy Chair are confirmed at Full Council.

2.4 The Chair and Deputy Chair shall remain in post for twelve months, until the first Committee meeting of the next municipal year, when the Committee will elect or re-elect a Chair and Deputy Chair for that year. Both Chair and Deputy Chair can fulfil these roles for a maximum of two years.

¹ This document should be read in conjunction with Bangor City Council Standing Orders –

2.5 The City Director, acting as the City Council's Responsible Financial Officer shall act as Secretary to the Committee.

3. Meetings

3.1 Meetings shall be organised in line with the City Council's annual meeting schedule, which shall be published on the Council's website. It will be up to the committee to determine if and when in the interim it may require the establishment of working groups, sub-committees or additional meetings to discuss specific issues.

3.2 Committee meetings shall continue to be held remotely using videoconference facilities. The Committee may decide to review this and consider reverting to physical meetings in Penrhyn Hall in the future.

4. Conduct

4.1 The conduct of members inside and outside of meetings, meeting procedures and voting rights shall be in keeping with Council meetings as governed by Bangor City Council's Standing Orders and Standard of Conduct².

5. Voting Protocols and Quorum

5.1 All decisions shall be carried by a majority of votes of the members present at a meeting.

5.2 In the case of an equality of votes, the Chair of the meeting shall have a second or casting vote.

5.3 Voting on any resolution or business shall normally be by show of hands. In unusual situations, as deemed by the Chair or the majority of the members, a secret ballot can be held (in line with Standing Order Point 47).

5.4 No business shall be transacted at a meeting of the Committee unless at least three members are present.

6. Minutes

6.1 The names of the members present at a meeting shall be recorded in the minutes.

6.2 Minutes of the proceedings of meetings shall be prepared by the Secretary, entered in a record to be kept for that purpose and submitted for approval as to their accuracy to the next meeting. The minutes, as approved, shall be agreed by the Chair of the meeting to which they are submitted, and, if so signed, shall be taken as conclusive evidence of the facts therein stated.

6.3 The Committee may appoint one or more sub-Committees comprising members of the Committee and persons who are not members thereof, but the latter shall not be permitted voting rights thereon and shall not be elected to preside thereat.

² [Standard-of-Conduct.pdf \(gov.wales\)](#)

7. Terms of reference

The Committee may:

7.1 To carry out such additional duties as may be delegated by Full Council including the power to review specific issues and make necessary recommendations.

7.2 Approve invoices for payment up to £40,000.

7.3 To oversee the planning and execution of the Council's projects, as directed by full Council.

7.4 To prepare and implement a strategic plan, complemented by specific action plans, for the Council's assets.

7.5 To regularly review each asset and implement a plan to maximise its benefit to the community.

7.6 To regularly assess the Council's resources and recommend to Full Council any acquisitions required to implement the Council's objectives.

7.7 To identify and apply for external funding as required to meet the Council's plans, aims and objectives.

7.8 To actively seek investment in the city, especially on the High Street.

7.9 To formulate and implement a specific plan for the city's green spaces, with a view to maintaining and improving the city's community spaces.

7.10 To identify and work with external partners to achieve the Council's plans, aims and objectives.

7.11 To make recommendations to Full Council on the purchase, maintenance or disposal of Council assets, to oversee and review the Council's assets risk register.

7.12 To maintain, improve and enhance the Council's assets.