**Lowestoft Town Council**

Terms of Reference for the Normanston Park Tenancy Arrangements Sub-Committee

of the Assets, Inclusion and Development Committee

1. The Normanston Park Tenancy Arrangements Sub-Committee has been established by Full Council and is deemed a Sub-Committee of the Assets, Inclusion and Development (AID) Committee until the Council instructs.

1. **Duties.** The Sub-Committee’s duties, as set out in these Terms of Reference, are defined and agreed by the AID Committee, which may vote, at any time, to modify, remove or increase the Sub-Committee’s term.

1. **Meetings.** Meetings are to be held as and when required, and will be at least annually.

1. **Membership**. The Sub-Committee will consist of no fewer than three councillors. The Chair will be elected at the first meeting of the Sub-Committee each Council year. All members of the Sub-Committee are expected to represent the interest of the whole Council area. Any elected member can preside by agreement in the Chair’s absence. A quorum will be three members of the Sub-Committee. Substitutes may be appointed to ensure that meetings are quorate. The Mayor will have automatic membership and full voting rights. The Deputy Mayor will have ex-officio membership for the 2021 – 2022 civic year, which will not count towards the quorum and will not include voting rights. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed with the Public Forum.

1. **Record of Proceedings.** The Sub-Committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Sub-Committee’s decisions and will be received at the next AID Committee meeting. The Clerk will be responsible for arranging the recording and distribution of the minutes.

1. **Responsibilities**

The Sub-Committee has delegated authority from Full Council to fulfil the following responsibilities: -

1. To review its own remit and make recommendations to the AID Committee at least annually, or as required, on its Term of Reference.
2. To consider and make recommendations on future lease arrangements.
3. To consider and make recommendations on maintenance and improvements to the site.
4. **Climate Emergency.** This Sub-Committee has an important role in examining closely how its recommendations and actions can ensure that the Climate Emergency Declaration is properly considered, not least in such matters as maintenance of the site and any proposed developments.