

Members of the Buildings Committee are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke on Wednesday 15<sup>th</sup> August 2019 at 7.00pm

#### This Meeting is Open to the Public

#### **AGENDA**

- **1.** Election of Chair
- **2.** Election of Vice Chair
- **3.** Apologies for Absence
- **4.** Declarations of Interest and Requests for Dispensations
- 5. To amend, if necessary, and approve Terms of Reference of the Buildings Committee
- **6.** To receive an update on the Memorial Hall and discuss next steps
- 7. To receive reports from Councillors appointed as Community Building representatives
- **8.** To receive an update on other Parish-owned buildings
- **9.** To receive reports on any other community buildings or buildings of note within the Parish
- **10.** To receive the Clerk's Report

DL When

11. To agree the date, time, and place for the next meeting

D L Wheal Clerk to Bishopstoke Parish Council 7 August 2019



## **BISHOPSTOKE PARISH COUNCIL**

## **BUILDINGS COMMITTEE**

### **TERMS OF REFERENCE**

These Terms of Reference were adopted by the Parish Council at its meeting on

23<sup>rd</sup> April 2019

**D** Wheal

Clerk to Bishopstoke Parish Council

# BISHOPSTOKE PARISH COUNCIL BUILDINGS COMMITTEE

## **TERMS OF REFERENCE**

**Amendment Sheet** 

Amendment No. Date Incorporated Subject

#### TERMS OF REFERENCE FOR THE

#### **BUILDINGS COMMITTEE**

#### 1 Membership

1.1 The Committee membership shall comprise up to five members, appointed at the Parish Council AGM in May.

#### 2 Chair

2.1 The Chair and Vice-Chair of the Committee will be appointed at the first meeting following the Parish Council AGM in May. If both Chair and Vice-Chair are absent for a meeting, then a Chair for the meeting will be appointed at that meeting.

#### 3 Quorum

3.1 A quorum will consist of three members of the Committee.

#### 4 Meetings

- 4.1 The Committee shall meet at least quarterly on the third Tuesday of the month at 7:30pm unless otherwise decided at a previous meeting of either the Buildings Committee or the Full Council.
- 4.2 The Clerk shall produce and circulate an agenda for the meeting, including the relevant policy, procedure or other document being discussed, at least three clear working days in advance of the meeting in accordance with Parish Council Standing Orders.
- 4.3 The Clerk or other duly appointed person shall take minutes of the meeting and take any follow-up action as directed. Draft minutes will be provided to the Chair as soon as possible and then circulated to the Committee members no later than the point at which the next agenda is circulated.

#### 5 Reporting

5.1 The Chair, or, in their absence, the Vice-Chair or other nominated member of the Committee, shall present a report at each meeting of the Parish Council on resolutions passed and recommendations made by the Committee since the last meeting. Alternatively, this may be achieved by the circulation of the relevant minutes with other agenda papers before the meeting.

#### 6 Decisions

- 6.1 The Committee will have no power to make decisions on behalf of the Council except in the following areas:
  - 6.1.1 Date, Time and Place of its Meetings;
  - 6.1.2 Identifying and filling the training needs of the Committee, within the overall training budget specified by the Full Council;
  - 6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Committee;

6.1.4 Deciding all matters pertaining to the maintenance, repair and running of all buildings owned or run by the Parish Council, subject to the budget set by Council each year.

#### 7 Budget

- 7.1 The Committee will have the power to commit to any necessary expenditure on behalf of the Council relating to its decision-making powers providing it is within the relevant budget set by the Parish Council each year. Any other expenditure the Committee recommends must be either approved by the Clerk or must be agreed by Council.
- 7.2 Any expenditure the Committee wishes to undertake that is either greater than budgeted or not yet budgeted for must be sent to the Parish Council for approval.

## 8 Responsibilities

- 8.1 The Committee will have specific responsibility in the following areas:
  - 8.1.1 To receive reports from those Council members appointed as representatives of the Parish Council to any Community Building, included but not limited to Bishopstoke Memorial Hall and Bishopstoke Community Centre;
  - 8.1.2 To liaise with the Bishopstoke Memorial Hall Committee and all other necessary groups regarding the day-to-day running of the Hall;
  - 8.1.3 To receive any requests or reports from the Bishopstoke Memorial Hall Committee regarding structural work outside their remit, and to make recommendations on those to the Parish Council;
  - 8.1.4 To oversee regular structural maintenance as necessary of other Parish Council owned buildings, including but not limited to the Parish Office, Shears Mill and various allotment buildings;
  - 8.1.5 To liaise as necessary with any community buildings in the Parish not owned by the Council, including but not limited to St Paul's church and Bishopstoke Community Centre;
  - 8.1.6 To oversee any work done under the Assets of Community Value programme.
  - 8.1.7 To make recommendations on anything relating to the Community Orchard at Nine Elms
  - 8.1.8 To liaise with all necessary groups regarding Armistice Day and Remembrance Sunday and co-ordinate Parish Council involvement.