



## **FOUR MARKS PARISH COUNCIL**

### **Community Building Project Committee - Terms of Reference**

#### **Purpose of the Community Building Project Committee**

The committee is appointed to manage the provision of a new Community facility from planning to completion and handover on behalf of the Council.

These regulations are supplementary to, and do not override, the council's standing orders and/or financial regulations.

#### **Terms of Reference**

##### **1. Membership**

- a. The committee shall comprise of at least 3 council members.
- b. Committee meetings shall be subject to a quorum of 3 members.
- c. Members will be appointed at the annual meeting of the council or, in the case of the resignation of a member(s), or newly co-opted Councillors during the Council year, at an ordinary council meeting.
- d. Reserve Members will be appointed at the annual meeting of the council or, in the case of the resignation of a member(s), or newly co-opted Councillors during the Council year, at an ordinary council meeting to stand in for members unable to attend but must be summoned accordingly.
- e. Non-councillors can be appointed to the committee, but do not have a vote on any financial recommendations but will be able to speak during the debate.

##### **2. Chairman**

The committee will elect a chairman at the first meeting of the committee.

##### **3. Conduct of Meetings**

- a. The committee should carry out all matters in accordance with the council's standing orders and any other related policies.
- b. All meetings of the committee will be minuted by the Executive Officer, relevant committee clerk, or other appropriate staff member.
- c. All minutes of committee meetings will be provided to the full council.
- d. The committee will meet as required.

- e. Members of the press and public will be allowed to attend meetings and make representations in relation to advertised business items of the agenda in accordance with standing orders.

#### **4. Delegated powers of the committee**

- a. To have fully delegated powers under Section 101 of the Local Government Act 1972.
- b. To consider and make recommendations from any associated working group for proposal to full council, as appropriate.
- c. To make decisions on behalf of the Council with reference to the design and build of the new facility with a financial delegated authority level of up to £5,000 [£10,000] as per the council's financial regulations.
- d. To consider and make recommendations to full council on any expenditure above the committee's delegated authority level of £10,000 with reference to the design and building of the new facility, as per the council's financial regulations.
- e. The committee may appoint a sub-committee or working group to facilitate the work of the committee.
- f. The committee may dissolve a sub-committee or working group at any time
- g. All correspondence shall be conducted through the Executive Officer.