



FOUR MARKS PARISH COUNCIL

Community Facilities 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 and a Vice Chairman at its first meeting.

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 Clerk, 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.

- f. Members' apologies must be sent to the Clerk in writing (email is acceptable) with as much notice as possible. The apologies will then be approved and Minuted at the meeting.

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 £10 000 (excluding VAT) 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 (excluding VAT) 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 Clerk.