

Parish Premises Committee

Terms of Reference

Purpose of the Parish Premises Committee

This committee is appointed: -

- 1) to make decisions about all matters concerning the development and maintenance of the Parish Halls and Recreation ground (referred to as Parish Premises) subject to expenditure limits as previously decided by the Full Council when setting the annual budget
- 2) to recommend future years budgets in respect of Parish premises to the Council as part of the annual budget process
- 3) to make recommendations in relation to the future management structure, operation, and development of Parish Premises.

It is classed as a Standing Committee as it has ongoing responsibilities.

Membership

Membership of the committee will be a minimum of 3 Councillors. The membership and chairmanship will be agreed at the Annual Parish Council Meeting although appointments and changes of members can be made at other times during the year by Full Council. The Committee Meetings may also be attended by the Chairman and/ or Vice Chairman of the Council as full committee members if not already appointed to the Committee. All members shall comply with the Code of Conduct and Council's Standing Orders. The quorum for this Committee is 3

The Committee will also have appointed a number of 'substitute' members (Councillors) who can be called upon, by summons, to attend meetings to ensure that there is a valid quorum

The Parish Premises Committee may at its discretion invite Parish Councillors or non-Councillors to attend meetings to assist in the consideration of issues and /or provide specific subject expertise. Non Councillors will in the first instance be approved by the Parish Council prior to invitation.

It is recognised that there will be links with the Staffing and Establishment committee, through the communications strategy and staffing issues. The Chairman and / or Vice Chairman will be consulted and involved in these discussions. Recommendations in regard to staffing issues will first be referred to the Staffing & Establishment committee and then ratified by full council if required.

Confidentiality

When applicable, for example in staffing issues or sensitive issues regarding hirers, all members must preserve confidentiality of discussions held at meetings. Minutes of the meetings will be taken but will observe confidentiality requirements

Meetings

The committee will meet at least twice a year and this will include meeting as and when required. All meetings are meetings that by law require 3 days clear notice and are open to the public. However, when confidential issues are the subject of discussions, the Committee

MARKS TEY PARISH COUNCIL
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reserve the right to close the meeting to press and public under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Minutes of all meetings are to be produced and submitted to Council at the next Council meeting to include any resolutions recording the exercise of the Committee's Delegated Powers

All meetings are to be held at Marks Tey Parish Hall at any time.

Delegated powers

The Committee will hold full delegated powers to deal with all issues regarding Parish Premises related matters, with reports and recommendations made to the Full Council as necessary. All decisions made under the delegated discretion will be reported to Full Council at the next Full Council meeting.

The committee shall be empowered to approve expenditure in respect of the maintenance, enhancement, management and regulation of the facilities, subject always to the following proviso:

Approval of expenditure shall be subject to an overall limit or limits and the annual budget set by the Full Council.

Irrespective of this, any single item of expenditure (including aggregated stage payments) in excess of £2,500, any project budget in excess of £2,500, or any contract, order or agreement leading to such expenditure, shall be subject to approval by Full Council unless it has already been provided for by way of an agreed maximum approved by Full Council or an overall project-specific budget or earmarked reserve approved by Full Council. Payments will be authorised and effected in compliance with Financial Regulations

The committee shall be empowered to act on behalf of the Parish Council in respect of tenders, quotations, contracts (excluding contracts of employment) and appointment of contractors relating to the maintenance, enhancement, management and regulation of the facilities, subject always to the expenditure restrictions outlined above, and to compliance with relevant Standing Orders and Financial Regulations.

Note - provided Full Council has approved the maximum amount and purpose of the expenditure, approval of a quotation or tender, or appointment of a contractor, shall be at the discretion of the committee.

The committee shall be empowered to determine fees to be charged by the Council in respect of the hire of Council premises, and to approve amendments to the conditions of hire of Council premises and other policy documents relating to the facilities (not including the Council's health, safety & welfare policy).

The committee shall be empowered to approve risk assessments relating to the facilities.

The Committee and Committee Chairman are to be mindful of issues within their delegated control that other Councillors who are not committee members may have a view upon and should either consult Council members on these issues or refer a report on the issue to Full Council for decision.

Premises Committee Approved at Planning & General Council meeting 19 October 2015
Amended 8 February 2016 minute ref 2016/225 and 15 November 2016 Ref 2016/443
Amended and approved 8 May 2017 minute ref 2017/112
Reviewed and confirmed Full Council 14 May 2018. Minute ref 2018/104
Reviewed and Confirmed Full Council Meeting 13 May 2019 Minute ref 2019 089
Reviewed and Approved Full Council 8 June 2020 Minute reference 2020 079
Reviewed and Approved Full Council 10th May 2021 Minute Reference 2021 099

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Remit

- To establish and keep under review the operational structure of Parish Premises overseeing the maintenance, management, regulation, security and development of the facilities, and ensuring that they are fit for purpose, and maintained in such condition as to be safe and welcoming to visitors.
- To develop a plan for future development of the use of Parish Premises to ensure efficient and effective use of premises, providing financial stability and a resource for Parishioners.
- To draft, implement, review, monitor and revise procedures to ensure the smooth and safe running of Parish Premises.
- To establish and keep under review processes for booking premises, including establishing and monitoring an electronic booking and monitoring process.
- To draft, implement, review, monitor and revise policies and procedures to ensure that Health and Safety legislation and guidance is implemented; and ensuring that risk assessments are in place and that they are comprehensive, fully documented and up to date and reviewed annually.
- To establish and review a rolling maintenance programme, and ensuring that the condition survey in respect of the Village Hall complex is reviewed at least annually, and that there are no unduly outstanding items.
- To monitor income and expenditure, and recommend future years Parish Premises budgets to the Council as part of the annual budget process
- The committee shall be responsible for monitoring work carried out by staff and contractors on or at the facilities, with a view to ensuring that standards are being maintained, and to work with the Staffing and Establishment committee to ensure good communication regarding staffing of Parish Premises.
- The committee shall explore outside funding opportunities for the improvement and development of the facilities as and when appropriate.
- The committee shall deal with any complaints or problems relating to the facilities, reporting to Full Council if and when appropriate.
- To appoint an Advisory Group to assist in the discharge of the Committees responsibilities and duties
- Any other action as directed by the Full Council

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