

# WICKHAM MARKET PARISH COUNCIL

## Terms of Reference:

### Village Hall Joint Modernisation Steering Group



#### 1 Purpose:

- 1.1 To deliver a modernisation programme for Wickham Market Village Hall in an efficient & cost effective manner.
- 1.2 The Working Group's principals are Wickham Market Parish Council and Wickham Market Village Hall CIO
- 1.3 The Working Group may defer the decision on any matter to its principals if appropriate.

#### 2 Objectives

- 2.1 To ensure the WMVH provides a facility valued by the community for the next 30 years
- 2.2 To ensure future buildings maintenance liabilities are reduced
- 2.3 To ensure future management and running of buildings and services is viable

#### 3 Membership

- 3.1 The Working Group shall consist of:
  - Up to four Councillors appointed at the Annual Meeting of the Parish Council each May.
  - Up to four Village Hall CIO Trustees who will be appointed by the Parish Council.
  - Up to four non-Council Members who will be appointed by the Parish Council.
  - Other individuals may be invited to join the Working Group to share skills, but unless they are appointed, they will not have voting rights.
- 3.2 All members of the Working Group will be expected to accept specific responsibilities in support of the project and to be able to demonstrate the skills required to deliver them.
- 3.3 The Chairman will be a Parish Council member and will be appointed at the Annual Meeting of the Parish Council or a subsequent full Parish Council meeting
- 3.4 The Quorum for a meeting will be a minimum of two PC members and two CIO members.

#### 4 Meetings

- 4.1 The Working Group will meet as required.

#### 5 Voting

- 5.1 The non-Council members will have voting rights to enable them to take part in discussions and vote on resolutions/decisions.<sup>1</sup>
- 5.2 Rules & Regulations
  - The Local Government Association Councillor Code of Conduct 2020 will apply to all members of the Working Group.
  - Conduct of meetings (declaration of interests, debate, voting etc) will be governed by the Council's standing orders.
  - Decisions are determined by a majority vote in line with WMPC Standing Orders

#### 6 Rights & Powers

- 6.1 The Working Group does not have the power to make any decisions beyond the management of land owned or occupied by the council.<sup>2</sup> This enables members who are not councillors to have voting rights.
- 6.2 The Working Group does not have delegated powers in its current status
  - May make recommendations to the Council for consideration and approval.
- 6.3 The Working Group may:-

<sup>1</sup> Local Government and Housing Act 1989, s13 (1)

<sup>2</sup> The Parish and Community Councils (Working Groups) Regulations 1990 s3 (1) (a)

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### **Village Hall Joint Modernisation Steering Group**

- Appoint appropriate sub-Working Group or Working Group(s) members to facilitate the work of the Working Group, and these should include at least one Parish Council member.
- Convene Special Meetings in accordance with the Council's Standing Orders.

## **7 Functions**

- 7.1 Recommend the appointment of required professionals to support the project following WMPC Financial Regulation regarding Value for Money
- 7.2 Prepare an annualised project budget with staged costs and funding requirements.
- 7.3 Identify and apply for grant funding to support the project
- 7.4 To identify works required on the Village Hall and make recommendations to the principals (WMPC and VH CIO Trustees).
- 7.5 Once works have been agreed in principle, the Working Group will manage decisions regarding the subsequent detail and report back to its principals.
- 7.6 To ensure that all contracts are achieving best value
- 7.7 To consult with any other group and the public about major aspects of the project
- 7.8 To prepare and manage regular publicity regarding decisions and progress using but not limited to existing channels such as:
  - WMPC Website
  - Wickham Market News
  - WMPC Social Media
  - WMP News (Round Robin)
  - Existing Email communication between Trustees and CIO members
- 7.9 When recommending undertaking a new activity/event/service provision to WMPC, the Working Group will provide an assessment of potential risks/benefits and estimated cost of the undertaking.