

# WICKHAM MARKET PARISH COUNCIL

## Terms of Reference:

### Village Hall Modernisation Committee



#### 1. Purpose:

- 1.1. To deliver a modernisation programme for Wickham Market Village Hall (WMVH) in an efficient & cost-effective manner.
- 1.2. The committee's principals are Wickham Market Parish Council and Wickham Market Village Hall CIO Trustees Registration No 1172384
- 1.3. The Committee may refer 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 foreseeable future
- 2.2. To ensure future village hall maintenance liabilities are reduced
- 2.3. To ensure future management and running of village hall services are viable
- 2.4. To ensure the carbon footprint of village hall is reduced by installation of latest modern technologies where practicable

#### 3. Membership

- 3.1. The Committee shall consist of:
- 3.2. Up to four Councillors appointed at the Annual Meeting of the Parish Council each May.
- 3.3. Up to four Village Hall CIO Trustees who will be appointed by the Parish Council.
- 3.4. Up to four Non-Councillor Members if required by the committee who will be appointed by the Parish Council.
- 3.5. Other individuals may be invited to join the Committee to share skills, but must be appointed to have voting rights.
- 3.6. All members of the committee will be expected to accept specific responsibilities in support of the project and to be able to demonstrate the skills required to deliver them.
- 3.7. The Chairman will be a Parish Councillor and will be appointed at the Annual Meeting of the Parish Council or a subsequent full Parish Council meeting
- 3.8. The Quorum for a meeting will be a minimum of Two PC members and Two CIO Trustee members.

#### 4. Meetings

- 4.1. The Committee will meet as required.
- 4.2. Meetings will be advertised and minutes prepared according to Parish Council regulations.

#### 5. Voting

- 5.1. Appointed Councillors and CIO Trustees will have full voting rights
- 5.2. The appointed Non-Council members will have voting rights to enable them to take part in discussions and vote on resolutions/decisions.<sup>1</sup>
- 5.3. Rules & Regulations
- 5.4. The Local Government Association Councillor Code of Conduct 2020 will apply to all members of the Committee.
- 5.5. All members of the committee will record their register of interests with East Suffolk Council.
- 5.6. Conduct of meetings (declaration of interests, debate, voting etc) will be governed by the Council's standing orders.
- 5.7. Decisions will be determined by a majority vote in line with WMPC Standing Orders

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<sup>1</sup> [Local Government and Housing Act 1989, s13 \(1\)](#)

## **6. Rights & Powers**

- 6.1. The committee does not have the power to make any decisions beyond the management of land owned or occupied by the council.<sup>2</sup> This includes the village hall land, car park and land adjacent to The Nestlings and Bowls Club.
- 6.2. The Committee will have delegated powers to:
  - 6.2.1. Sufficient Autonomy to function and move project forward without full Parish Council discussion/decisions on matters of project management within agreed spending limits
  - 6.2.2. Power-to-spend limited to a specified amount within individual budget headings previously approved by the Parish Council.
  - 6.2.3. Make recommendations to the Parish Council for consideration and approval.
  - 6.2.4. Committee will have the delegated power of spend limits to approve payments that are within the Parish Council Modernisation Budget of up to £35K at any one time, following WMPC Financial Regulations regarding value for money all expenditures will be reported to full council at its next meeting.
  - 6.2.5. Existing village hall (CIO) Modernisation Funds will be transferred to Parish Council accounts upon agreed project commencement/start date
- 6.3. The Committee may: -
  - 6.3.1. Establish appropriate Working Group(s) to facilitate the work of the committee and appoint each Group Members, which should include at least one Parish Councillor
  - 6.3.2. Convene working group meetings in accordance with the Parish Council's Standing Orders.

## **7. Functions**

- 7.1. Appoint required professionals to support the project following WMPC Financial Regulations 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. Identify works and services required for the Village Hall Modernisation, make recommendations to the principals (WMPC and VH CIO Trustees).
- 7.5. Once works have been agreed in principle the committee will manage decisions and implement them through award of contracts for professional services and elements of works within the power and responsibilities of the committee, subject to Parish Council Standing Order 18 regarding procurement and contracts. Subsequent details will be reported back to its principals.
- 7.6. WMPC Financial regulations apply to all contracts awarded or elements of work and must achieve best value for money
- 7.7. Consult with any other group and the public about major aspects of the project
- 7.8. Prepare and manage with the Clerk regular publicity regarding decisions and progress using but not limited to existing channels such as:
  - Wickham Market Website
  - Wickham Market Parish News
  - Wickham Market Social Media
  - Wickham Market News (Round Robin)
  - Existing Email communication between Trustees and CIO members
- 7.9. When recommending a new activity/event/service provision to WMPC, the Committee will provide an assessment of potential risks/benefits and the estimated cost of the undertaking.

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<sup>2</sup> [The Parish and Community Councils \(Committees\) Regulations 1990 s3 \(1\) \(a\)](#)