

**Terms of Reference for Village Hall Advisory Committee agreed at meeting 25.6.19**

1. Committee name – Village Hall Renovation Project Advisory Committee
2. The committee was appointed at the meeting of Tur Langton Parish Council on 25/6/19.
3. The committee is a “Task and Finish Group” set up for the duration of the Village Hall renovation project and will be dissolved once the project is completed. Subject to that set out in 4 below the committee shall make recommendations to the Parish Council, with such frequency as is considered appropriate, upon which the council can base decisions. Advisory committees cannot make decisions on behalf of the Parish Council.
4. Responsibilities and areas of operation:
  - To advise the Parish Council on all aspects of the renovation project for the Village Hall based on the Business Plan which has already been drawn up.
  - To advise and make recommendations on any variations to the business plan
  - To liaise with potential contractors to obtain quotations for the work to be done, noting that this must be in line with the Council's Financial Regulations
  - To forward quotations to the Parish Council with recommendations for consideration.
  - Applying for grants to cover the work – to make recommendations to the Parish Council on potential grants to cover the costs of the work. To provide supporting information for completions of loan applications.
  - To monitor the work as it progresses, reporting to the Parish Council. Report in writing to the Parish Council when a package of work has been completed satisfactorily
  - To support any fundraising efforts organised by the Parish Council
  - To check contractor's insurance
5. Members to be appointed by the Parish Council. Membership to comprise at least two Parish Councillors and at least two non-councillors who are members of the Village Hall Committee. Non-councillor members must not be disqualified pursuant to Section 104 of the Local Government Act 1972
6. Members' term of office runs until the project is complete or until the Annual Parish Council meeting. The Parish Council will appoint members at the Annual Parish Council meeting. Members can be co-opted onto the committee during the year by the Parish Council on the recommendation of the committee.
7. The committee will elect a chair at its first meeting, whose term of office will run to the next Annual Parish Council meeting, with the committee appointing a chair each year at its first meeting following the Annual Parish Council meeting.
8. As an advisory committee all members, including non-councillor members, have voting rights. Rules on voting are set out in the Council's Standing Orders.
9. The Committee shall, at all times, be subject to the Parish Council's policies, in particular Standing Orders, Financial Regulations, Data Protection and Health and Safety Policies. Parish Councillors shall be subject to the Code of Conduct.
10. The quorum for the committee shall be three members, one of whom must be a Parish Councillor
11. The committee will meet as it sees fit and will convene its own meetings. Meetings to take place at Tur Langton Village Hall. As an advisory committee public notice of meetings or public admission to meetings is not required.
12. As an advisory committee full minutes or meetings are not required. The chair of the committee will report to Parish Council meetings. The Committee is to

provide written reports of recommendations, which may be published on the Parish Council website. (see also 13 below)

13. The Project Manager will prepare for the Parish Council a schedule of quotes or estimates for each package of work requiring consideration and approval at a Parish Council meeting along with a draft official order letter for approval at the meeting, including detailed scope of works within that package, for issue to the successful contractor(s). The schedule will form part of the chairman's report (point 12 above). Estimates / quotations may be published on the parish council website.
14. For recommendation / quotations to be considered at a Parish Council meeting they must be received by the clerk more than five working days before the date of the meeting.