

Greatham Old Church Advisory Committee

Terms of Reference adopted by Greatham Parish Council 5th February 2018

Role

The role of the Greatham Old Church Advisory Committee ('the Committee') is to progress the Council's day to day service delivery and to develop strategy. The Advisory Committee is not empowered to make decisions on behalf of the Council other than those specifically delegated.

Greatham Parish Council ('the Council') may appoint members to the Committee consisting of councillors and non-councillors.

The Committee is constituted to advise and then implement the decisions of full Council and reports to the Council on all activities (or identify that no activities were conducted) at each full Council meeting in order that progress against Terms of Reference may be notified and decisions, where delegated, may be ratified.

Aim

The aim of the Committee is to oversee and advise the Council on all matters relating to:

- Maintenance and upkeep of the Old Church and grounds
- Identify the need for fundraising and grants and refer to the Council where necessary

Responsible for:

- Management and monitoring of work performed by any members of the public whilst carrying out regular maintenance in accordance with recognised health and safety standards and any other relevant legislation
- Inspection of the condition of the building and reporting any issues to the Council
- Any health and safety issues that require attention by the Council
- Ensuring that the Old Church and its surrounds are kept clear of litter, rubbish or other obstruction
- Arranging fundraising events
- Seeking grant funding and putting these forward to the Council for ratification. The Clerk to complete all grant requests.
- Collecting cash funds at any fundraising events and passing to the Parish Clerk for banking
- Keeping a detailed record of all receipts and cash expenditure and providing this to the Council.
- Identifying ongoing structural work required and seeking contractors to carry out the work
- Recommending contractors to be ratified by Council

Members

- Membership of the Committee is established at the Annual Parish Council meeting
- Councillors may be co-opted to join during the year if authorised by the Council
- Non-councillors can apply to join the Committee and all appointments are to be ratified by the Council
- The Council shall appoint the Chair of the Committee who may be a councillor or non-councillor and the Chair shall be ratified at the Annual Parish Council meeting

- If the Chair resigns during the year a new Chair shall be appointed by the Council at a full Council meeting
- The Committee should consist of no more than 10 members, including at least 3 Parish Councillors.
- The Committee can appoint a working party to carry out specific tasks and the members of this group do not need to be members of the Committee. Any such appointments should be notified to the Council
- Three members shall constitute a quorum for meetings

Meetings

- Meetings are to be held in the Church rooms. This arrangement may be changed by the Council
- Meetings should be held as necessary in order to conduct current business as determined in these Terms of Reference
- Public notice of meetings for an Advisory Committee is not required by law, however the Parish Clerk will publish agendas prior to meetings in order for members of the public to be kept informed and to attend if desired
- The Parish Clerk shall minute meetings of the Committee and provide all minutes to the Committee and to the Council

Decisions and Delegated Powers

Advisory Committees are constituted to implement the decisions of the Council as identified in their Terms of Reference, may only use the resources given by the Council and have no mandate to make decisions on behalf of the Council save as are delegated necessary to act in that capacity.

Specifically the Old Church Advisory Committee has the delegated authority to:

- Advise the Council on matters that may impact or that may be considered likely to impact the Council's policy on the use of the Old Church and its surrounds
- Formulate and recommend budget requirements to the Council necessary to inform the setting of the annual precept with regards to the Old Church

Reporting to Council

The Parish Clerk will supply minutes to the Council after each meeting and decisions required will be added to the next full Council meeting agenda.

The Chair of the Committee or a Councillor member should attend Council meetings as required in order to inform and advise the Council when decisions are required that require his/her input.

The Chair of the Committee should inform the Clerk of any work required, with any associated costings, that has not already been discussed at a committee meeting.