

TERMS OF REFERENCE

Buildings Management Committee

MEET – Third Wednesday of January, March, May, July, September, October, November

CONSTITUTION – Eight Members, and one half of its Members shall constitute a quorum (four)

All non-Committee Members may attend Committee meetings and speak at the Chairman's discretion, but not vote.

All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

The Buildings Management Committee has delegated authority (Local Government Act 1972 S101) to:

- Resolve actions incurring expenditure within its budget.
- Conduct a half yearly appraisal of the budgets based on September figures.
- Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Council, via the Establishment Committee.
- Review budgets and reserves prior to year-end, determining actions to be required and any virements required.
- Be responsible for the overall management and maintenance of the Memorial Hall, Greenacre Centre, Simpson Centre, Mossman Centre, site leased to Stotfold Scouts, site leased to Stotfold Bowls Club, Stotfold Football Club clubhouse and surrounding areas (excluding grass and planting) including car parks.
- To ensure development and maintenance of the council's buildings and premises under this committee's remit, follows existing council and committee policy
- Maintain a rolling programme of maintenance and major projects.
- To ensure that the Town Council complies with health and safety regulations.
- To maintain lettings policy for Council owned buildings.
- To review and determine hall hire charges.
- Responsibility for leases relating to Town Council owned buildings within this committee's remit, and their review.
- To review job specification and contract for buildings caretakers/keyholders.
- To review and determine caretaker/keyholder salaries.
- To review job specification for handyman and landscape contractors, relevant to this Committee.
- In all considerations and actions, follow the Council's adopted Corporate Strategic Plan.
- Review all documents pertaining to this Committee.

This Committee may make recommendations to the Town Council on relevant matters for which it has no delegated authority and may be given delegated powers by full Council to take action on relevant matters.

Reviewed March 2021