



BUILDING MANAGEMENT COMMITTEE

TERMS OF REFERENCE

Membership of Committee

- Eight Town Councillors shall be appointed at the Annual Meeting of the Town Council each May.
- Four members shall constitute a quorum for meetings.
- The Mayor and Vice Mayor are ex-officio members of all committees.
- Non-Committee Members may attend Committee meetings and speak at the Chairman's discretion but not vote.

Frequency of Meetings

- The Committee shall meet at least six times per municipal year.
- 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).

Decision/Delegated Powers

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

- Manage and maintain the following Council assets:
 - 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 park.
 - Cemetery Toilets and Chapel
- Ensure the development and maintenance of Council buildings and premises aligns with the existing Council and committee policy
- Maintain a rolling programme of maintenance and major projects.
- Ensure compliance with health and safety regulations for all Council owned assets.
- Maintain and review the lettings policy for Council owned buildings.
- Review the leases for the Chapel of Rest and Mast, and renew, reissue or seek new tenants as required.
- Manage and review leases relating to Council owned buildings.

Finance

- Review and determine hall hire annually as part of the budget setting process.

- Resolve actions incurring expenditure within the approved 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 Council, via the Governance & Resources Committee.
- Review budgets and reserves prior to year-end, determining actions to be required and any virements required.

General Responsibilities

- Ensure all decisions and activities align with the Council's adopted Corporate Strategic Plan.
- Regularly review all documents and policies pertaining to this Committee.

This Committee may make recommendations to the Town Council on relevant matters for which it has no delegated authority. Full Council may delegate additional powers to the Committee as required.

Adopted at the Town Council Meeting of 7 May 2025