

TINTWISTLE PARISH COUNCIL

COMMUNITY CENTRE BUILDING PROJECT COMMITTEE: Terms of Reference

1. **Purpose:** To act on behalf of the Parish Council and with the Clerk of the Council for the first stage of the strategy for the new build, submitting regular written reports to full Council as required.
2. **Scope:** The Committee will take forward the initial phase of the project up to successful planning permission and the securing of sufficient funds. At that stage the Committee's role will be reviewed by full Council to ensure that an appropriate management structure is in place for the second stage of the strategy, which is the construction of the building. The third stage of the project will be to draw up a plan for how the new building will be managed and ensure that sufficient income is secured to maintain the building on a long-term basis.
3. **Authority:** The Committee has the authority to research and propose ways forward for the initial stage of the project, delivering against the criteria described below. It has no authority to authorise expenditure itself, and any expenditure must be authorised by a meeting of the full Council.
4. **Reporting:** To report to members of the Parish Council as and when decisions are required to further the progress of the project, in particular any financial decisions in accordance with the Parish Council's Standing Orders and Financial Regulations.
5. **Membership:**
 - 5.1. The Committee shall be comprised of four members of the full Council at a minimum.
 - 5.2. Non-Councillors are permitted to join the committee, although they cannot vote on a decision.
 - 5.3. The committee may seek advice from any other profession, the public, or anyone who may be able to assist the Committee.
 - 5.4. A Council may elect the chair to the committee or it can allow the members of the committee to elect their own chair when the committee first meets at the first Council meeting of the year.
 - 5.5. The Committee shall have a quorum of no less than three voting members.
6. **Meeting Arrangements:** The regularity of the meetings will be deemed by the Committee dependent on the workload and actions required by the Committee.
7. **Resources and Budget:**
 - 7.1. The Committee has responsibility for identifying and securing additional funding to meet the full costs of the project.

7.2. The Committee will consider and submit to Full Council estimates of expenditure on continuing services.

8. Matters Delegated to the Committee:

The deliverables of the Tintwistle Community Centre Committee include:

- To consult with residents and stakeholders to arrive at a vision for the new community building
- To identify a suitable Planning Consultant
- To work with the Planning Consultant to agree the location and design of the new building, considering the access to water, electrical and other services
- To liaise with Tintwistle Bowling Club to draft a new lease agreement between the Parish Council and the Bowling Club
- To develop proposals for the successful demolition of the current building.
- To propose how, in the interim period before the new building is fully functional, (a) the Parish Council can store its equipment and assets and continue to meet in a suitable location and (b) the Bowling Club can continue to function
- To research and identify funding sources up to a maximum of £500,000 to report back to full Council
- To maintain the communication to residents and appropriate stakeholders of the progress of the building project through Parish Council newsletters, Council meetings, TPC Facebook page and open meetings.

9. Roles and Responsibilities of Committee members:

9.1. To distribute workload within the Committee, members may choose to delegate tasks to individual members

9.2. No Committee member has authority to make a decision on behalf of (a) the Committee or (b) the Council.

9.3. Examples of roles within the Committee are:

Project Manager

Responsible for: Developing project plans/ Managing deliveries according to the strategy

Business Analyst

Responsible for: Creating a project schedule and identifying each stage/ Keeping track of the process

Communications and Consultant Coordinator

Responsible for: Maintaining communications between the Committee and the full Council/external stakeholders

Fundraiser Coordinator

Responsible for: Identifying and coordinating additional sources of fundraising

9.4. Other roles may be but are not limited to: Architects and Testers, Design experts, Construction experts, Quality experts, Planners, HSE personnel, Marketing experts, Supervisors, Foremen Engineers, Technical assistants, Subject matter experts.

10. Matters not delegated to the Committee:

Legislation dictates that a council cannot delegate responsibility to a committee (or sub-committee) for:

- Levying or issuing a precept
- Borrowing money
- Approving the council's accounts
- Considering an auditor's report made in the public interest
- Confirming (by resolution) that it has satisfied the statutory criteria to exercise the power of General Competence
- Adopting or revising the council's Code of Conduct
- Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

These Terms of Reference were adopted by the Parish Council meeting on *22nd May 2023*.