

## Community Building Committee Terms of Reference

1. The **Community Building Committee** shall be a committee of the council.
2. There shall be delegated to the committee of the council the powers, duties and functions of the council as set out in the following clause 4 (and sub-clauses). Any other matter will normally be submitted to the council as a recommendation for its decision.
3. No committee decision on expenditure shall cause the committee's budget to be exceeded without the prior approval of the council (as per section 3 of the Financial Regulations).
4. The Parish Plan Re-Fresh (2015) projects 'New Village Hall' and 'Permanent Premises for the Village Shop' that have, after consultation, been merged into one project 'Community Building'. The committee's role is to consider all matters and develop a detailed plan with the view to deliver both new hall facilities and a permanent premises for the Shop.
  - a. To liaise with the necessary individuals and organisations about the planned Community Building, to ensure that the plan put forward is deemed feasible and appropriate.
  - b. To work with the council appointed architect to develop the detail of the plans and to prepare for a full planning application, appointing sub-contractors as necessary to complete the necessary tasks for the application.
  - c. To ensure appropriate consultation with the parishioners about the proposed plan, prior to any planning application being submitted.
  - d. To develop a funding plan, applying for grants and/or other sources of funding as necessary, to support the delivery of the project
  - e. To regularly report to the Council on the activities and decisions made, in the form of official minutes of each meeting, publicly held, in which decisions about the project are made.
5. The final decision to put forward a full planning application for the Community Building project will be taken by the council, after being provided the formal recommendation of the committee.
6. Members of the committee shall be appointed by the council, and all the necessary governance documents must be completed by each member prior to the member being involved in any decision.
7. The terms of reference shall be reviewed whenever the council's standing orders are reviewed.

These terms of reference were approved by council on 20 August 2018 to take immediate effect.