

# Greenham Parish Council

## Control Tower Committee

### Terms of Reference

Approved by Council 8<sup>th</sup> Feb 2017

- Membership:** Seven (7) councillors, in accordance with Standing Orders, including the Chairman and Vice Chairman as members *ex officio* and five other councillors.
- Substitute Members:** Two (2) councillors, to be available to substitute for any full member.
- Co-Opted Members:** Committee members who are not councillors may be co-opted by the committee as non-voting members as required.
- Quorum:** Four (in line with Standing Order 47), excluding non-voting co-opted members.
- Objective(s):** To manage the purchase and refurbishment of the Control Tower at Greenham Common on behalf of Greenham Parish Council in line with the *Vision for Greenham Tower* document dated September 2013 (which sets out Greenham Parish Council's vision for the establishment of a Visitor Centre in the building).
- Deliverables:** Manage the purchase of the Control Tower on behalf of Greenham Parish Council.
- Obtain any planning consents necessary to advance the project.
- Manage the refurbishment of the building (including sourcing suppliers and contractors, placing contracts in accordance with Greenham Parish Council's Standing Orders, Financial Regulations and policies as amended/varied from time to time) in line with the *Vision for Greenham Tower* document, planning consents granted, and any other applicable laws/regulations.

#### Guidance from the Council

As a Committee of the Council with delegated authority to make decisions within its remit, the CTC will:

- Keep the Council informed of progress;
- Inform the Council of all major developments;
- Seek the approval of the Council should any funds be required in excess of the agreed budget;
- Provide a written progress report to every full meeting of Greenham Parish Council.

All Councillors are welcome to attend any meeting of the Committee (notice is requested if possible so that the appropriate size of meeting room can be arranged).

#### Meetings

The committee will have the discretion to meet as frequently as is necessary to conduct its business effectively.

Meetings will be called by the committee Chairman and will be open to the press and public.

A minimum of one meeting per calendar month will be held after 5pm to facilitate the attendance of those who would otherwise be precluded from attending due to daytime commitments.

### **Project Management and Administration**

The project will be under the day-to-day supervision and management of an external Project Manager (PM) appointed by Council and reporting to the Committee. The PM will be expected to attend every meeting of the committee.

The PM and any other administrative support required will be funded from the project budget.

The Committee will regularly review project progress, procure advice from professionals as appropriate, consider options and decide on the best course of action to progress the project in accordance with these Terms of Reference.

### **Project Resources and Budget**

The Committee has delegated authority for the prudent management and disposition of funding allocated to the Control Tower project by the Council. The total funding to date (against which there has already been significant expenditure) is:

- Grant funding received from Social Investment Business Ltd (£421,555)
- Grant funding received from Greenham Common Community Trust Ltd (£250,000)
- Funding allocated by Council from its own financial resources to date (£61,500)
- Proceeds of sale of assets and donations received (£1,215)

In addition, Council has allocated £20,000 to project funds from its 2017-18 revenue budget.

Further grant funding, loan finance and donations may be allocated to the project by Resolution of Council.

### **Governance**

The Committee will conduct its business in accordance with the Council's Standing Orders and Financial Regulations.

Named substitute members may sit on the committee in place of an absent full member but only if asked to do so by the absent full member. The name of the substitute member must be notified to the clerk by the absent member before the start of the meeting. If a full member is absent and fails to notify the clerk of the appointment of a named substitute member before the start of a meeting then no substitute member may sit in the full member's place at the meeting.

Purchase Orders, contracts, and anything else which commits the Council to expenditure in excess of £1,000 excluding VAT will be submitted to Council for approval before any commitment is entered into.

Payments due in connection with the project (e.g. purchases, work done, expenses incurred) will be submitted to the clerk by the Chair of the Committee together with a copy invoice/receipt/other voucher so that the payment can be approved and a cheque authorised for signature at the next available meeting of Greenham Parish Council.

These Terms of Reference may be reviewed at any time, as necessary.

8 February 2017