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**MINUTES OF THE MEETING OF THE GREENHAM PARISH COUNCIL CONTROL  
TOWER COMMITTEE HELD IN ST MARY'S CHURCH HALL, GREENHAM ON  
27<sup>th</sup> OCTOBER 2016 AT 7.30PM**

**Present:**

Cllr P Barnett  
Cllr G Puffett  
Mr M Thomas  
R A Chester, Clerk of the Council

**In attendance:** Cllr J Gage

**Apologies were received from:**

Cllr J Swift-Hook	Cllr T King
Cllr B Sudra	Cllr P Inman

1. Cllr Barnett in his capacity of ex-officio member opened the meeting, noting the lack of a Chairman following the resignation of Cllr S Westbrook. Cllr Puffett proposed, Mr Thomas seconded Cllr Barnett act as Chairman for the meeting.
2. Mr Thomas declared being an employee of Greenham Business Park Ltd
3. Cllr Barnett proposed, Cllr G Puffett seconded, that Cllr J Gage be recommended as a member of the Committee to be endorsed by the Council. Mr M Thomas concurred.
4. The purpose of the meeting is to review the Terms of Reference with respect to the number of Councillors and whether the quorum should also be reviewed. It was noted that the work streams required to complete the refurbishment, create the management company and prepare the Interpretations Exhibition will demand significant input from all Councillors, and thus size of the Committee may be 7 or greater, with flexibility to co-opt where necessary. It was felt the quorum required to resolve should remain at 5. In reviewing the Terms of Reference consideration should also be given to the level and scope of delegated powers. The lack of attendance requires these matters to be referred back to the full Council.
5. Under other business the following points were raised:
  - a. A meeting at the Control Tower to allow new members an opportunity to see current conditions. The Clerk was asked to set up a suitable date.
  - b. Noting that no work has been carried out over the last quarter, Mr Thomas was asked to visit to check whether any work was required to secure the building over the winter period.
6. Insurance conditions regarding unoccupied buildings are to be checked to ensure compliance
7. There being no further business the meeting was closed at 7.55pm.