

Market Lavington Parish Council

OLD SCHOOL COMMITTEE

TERMS OF REFERENCE

Committee terms of reference / responsibilities

Annually

- April / May - Review previous year-end balances, and if appropriate, discuss proposals for carrying forward any unspent provisions into 'Earmarked Reserve' for consideration by the Management and Finance Committee
- April / May - Review Risk Assessments
- October / November – Prepare draft budget and business plan for next financial year, for consideration by the Management and Finance Committee
- October / November - Review bookings and hiring charges
- October / November - Review utility usage and supply

This Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed below, which is not exhaustive. The Committee can appoint sub-committees and can delegate any of its powers to a sub-committee. The Committee is empowered to incur expenditure where it has an allocated budget provision

1. Old School building and outside area

- The Standing Orders of the Council will apply to the Committee.

Frequency of meetings

The Committee will meet at least twice per year but may meet more frequently if called by the Chairman. The Committee Chairman and Parish Clerk will agree meeting agendas to ensure the above functions are discharged in a timely manner.

Membership

The Committee shall have at least five voting members – all Councillors of Market Lavington Parish Council, non-Council members may also be appointed in addition, but have no vote. A quorum shall be three voting members present. The Parish Clerk will act as secretary to the meetings.

Appointment of Members

Permanent Members of the committee will be appointed yearly at the Annual Parish Council meeting. The appointed members of the Committee will appoint a Chairman annually at the first Committee meeting following the Annual Parish Council meeting. The Chairman may appoint temporary membership of the committee.

Date of meeting at which document reviewed and any amendment to document approved	Details of amendment
17/5/16 Minute number 10	'Membership' paragraph amended to include words 'at least' before 'five voting members'
16/5/17 Minute number 17/18-10a	Addition of 'bullet point' (Review of year-end

	balances) / Inclusion of details for 'month' of the year during which the annual responsibilities should be carried out / include reviewing 'Business Plan' as part of the draft budget preparation
23/5/18 Minute number 18/19-14	Adopted un-amended
21/5/19 Minute number 19/20-12a	Delete word 'Hall' from Committee name. Deletion of requirement for Management & Finance committee to consider reviewed risk assessments.
18/8/20 Minute number 20/21-68	Adopted un-amended
18/5/21 Minute number 21/22-12a	Adopted un-amended
17/5/22 Minute number 22/23-10a	Responsibility to review insurance requirement removed / Change of 'month' date for some responsibilities
16/5/23 Minute number 23/24-10a	Adopted un-amended

Date of next review: May 2024