**PREMISES COMMITTEE**

Terms of Reference

Adopted 20th May 2024

Revised 27th May 2025 – approved @ full council 2nd June 2025, revised 6th October 2025, 7th September 26

**Members:**

- Membership shall consist of 5 Council members who shall be appointed at the Annual Council Meeting;
- The Chair of the committee shall be appointed at the Annual Council Meeting;
- The Vice-Chair of the committee shall be appointed at the first meeting of the committee after the Annual Council Meeting;
- Councillors may join the committee in the year if authorised by the Council;
- 3 members of the committee shall constitute a quorum for meetings.

    - A member of the committee who is unable to attend a meeting may nominate another member of the Parish Council to act as substitute for that meeting, subject to prior notification being given to the Clerk before the meeting.
    - The substitute member shall have the same rights, responsibilities, and voting powers as the appointed member for the duration of the meeting.

**Expectations:**

The committee members will keep abreast of national and local development and legislation and are encouraged to attend training sessions and forums.

**Frequency of Meetings**:

Every two months or as otherwise determined by the committee.

**Delegated Powers:**

1. To oversee and make decisions on all matters relating to the running of the Springfield Parish Centre.

2. Advise on the long-term management of the Parish Centre and its sustainability.

3. Oversee the management, maintenance, upkeep and development of the Parish Centre.

4. To abide by the Financial Regulations adopted by the Council in relation to obtaining quotes, agreeing contracts and spending.

5. To make decisions and authorise expenditure up to and including the amount of £5,000 within the committees allocated budget.

6. Overview of Health & Safety in relation to the Parish Centre.

7. To allow the Parish Clerk to spend up to £500 for day to day running costs without approval from the Council.