



Loughton & Great Holm Parish Council Premises Committee Terms of Reference

1. The Parish Council is the freehold owner of the Allotments at Greenhill Close in Loughton, the Jubilee Graveyard, Loughton Sports Ground including the Pavilion and Car Park ("LSG") and of the Great Holm Community Centre including car park and grassed surroundings ("GHCC"). LSG and GHCC are together referred to herein as "The Premises".
2. The Premises Committee shall be a committee of the full Council and shall operate within these terms of reference and the standing orders of Loughton & Great Holm Parish Council.
3. The full Council meeting shall determine the appointment of members from time to time, but it should consist of the Chair of the Parish Council and up to three other members. The Council will endeavour to include balanced representation from both Loughton and Great Holm.
4. The quorum for meetings shall consist of any 3 members.
5. The committee shall elect a Chair.
6. The Chair of the Committee shall convene meetings as and when required, but if there is insufficient business to be conducted no meeting will be held, at the discretion of the Chair.
7. The Parish Clerk shall ensure that meetings are advertised via the Parish website and notice boards. The summons to the meeting shall be circulated to all members of the committee, within the required legal timeframe (three working days excluding Sundays).
8. In the event of the Chair of the Committee not being in attendance the meeting shall appoint a Chair for that meeting.
9. Minutes of meetings shall be produced promptly, published on the Parish Council website, approved at the next Premises Committee meeting and referred to the next full meeting of Loughton & Great Holm Parish Council to note. The minutes will be kept brief and will not be a verbatim account of discussions, but simply list matters discussed, decisions made and reasons for those decisions.
10. The Parish Clerk shall normally attend and take the minutes. However, if the Clerk is not available the Committee can meet in the absence of the Clerk and one member present (other than the Chair) shall take the minutes and circulate them thereafter.
11. Any member of the full Council shall be entitled to call in any decision of the Committee for scrutiny by the Full Council seven (7) days after the serving of the minutes to all members, by submitting an appropriate resolution to the next meeting of the Full Council, in accordance with standing orders. However, the decisions of the Committee remain valid and may be acted on, up to and until such point as they are overturned by a decision of the Full Council.

12. The Committee can authorise expenditure on any single item at a time up to the amount of £1,000 from the funds hypothecated for each of the Premises and/or funds budgeted by the Parish Council for the Premises. Any amounts greater than £1,000 excluding VAT for a single item shall be referred to Full Council of Finance and Staffing Committee.
13. The Committee shall (subject to review by the Full Council) formulate management strategies for the Premises and shall have authority to make any decisions regarding the lease of or the repair, maintenance, insurance and improvement of the Premises
14. All meetings of the Premises Committee will be open to the public, except when the Committee may resolve to exclude the press and public to deal with confidential items by considering passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, on the grounds that it could involve the likely disclosure of private and confidential information.
15. If a management agreement or lease is in place for either premises, representatives will be given notice of meetings and may attend in a non-voting capacity except when the Committee resolves to exclude the press and public.