



Bodmin Town Council

Terms of Reference

July 2019

Shire House Complex Advisory Committee

The Shire House Complex Advisory Committee considers matters relating to the Shire House Complex and is a Sub-Committee of the Properties Committee.

- To make recommendations and give notice thereof to Full Council in accordance with Standing Order item 48 (C) unless agreed otherwise by the corporate body;
- The properties Committee is empowered to act in respect of the development and monitoring of a programme of planned maintenance, leases and licences relating to the Council's buildings. The advisory Committee shall be empowered to make recommendations in this respect to the properties Committee;
- All other matters outside of this arrangement including;
 - Sustainable building improvement including the roof and heating repairs and development;
 - Holistic marketing of the Shire House building;
 - Letting rates and user needs assessment analysis;
 - Security mechanisms for hire;
 - The management of hire arrangements;
- To make recommendations in respect of expenditure related to building repairs, long term projects and review of hire charges for the Shire House complex;
- Innovative, holistic approaches should be demonstrated when recommendations respond to Community needs including consideration of the positive and negative impact of long- and short-term hire charges on costs associated with building maintenance and operational functions;

- All matters considered will be subject referencing the Financial Regulations Policy Framework;
- Members of the Committee: Committee Chairman and up to nine Committee Members. Committee Quorum shall not be less than three, Standing Order item 6;
- The Chairman shall be elected at the first meeting of the Committee following the Annual Town Council Meeting;
- The Committee shall hold at least four meetings a year;
- Scope:
 - To engage with non-members of the Council at the meetings in accordance with Standing Orders item 48(d) for the purpose of gathering data in respect of the need's analysis;
 - To communicate and arrange visits to buildings of similar scope, character and scale for analysis of successful measures, functions and operational arrangements;
 - To consider ways the Shire Complex can be improved to meet Community needs and the demands of current and future hire expectations;
 - To receive reports and other relevant documents for progressing Shire House complex projects;
 - To keep under review the Shire House complex management of venues;
 - To review Shire House Complex hire fees annually;
 - To recommend to full Council any action required outside of the Committees delegated powers including any virements. To inform Full Council in respect of Shire House complex budget processes and the Council's asset management strategy for the purpose of meeting a full management review.
- To produce Committee minutes for every meeting and in the format recognised and adopted, in accordance with the Council's Standing Orders and LGA 1972 Sch 12 para 41 (1)-(4) and 44(2), including all others;
- Constitutional and legislative compliance:

- Compliance with Bodmin Town Council Standing Orders and Financial Regulations;
 - Compliance with the Local Government Act 1972 Sch 12 all relevant paras, emphasis being on 10(2)(b) and 26(2)(b) Longfield Parish Council v Wright (1918)88LJ Ch 119;
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- To consider the impact of licensing on Bodmin and make recommendations to the Planning Committee. Ensure compliance with the Licensing Act 2003 and subsequent legislative amendments making recommendations to the Properties Committee in respect of proposed functions and events using the bar facility in the Shire House complex;
 - To make recommendations to the Properties Committee in relation to safety matters and associated risk management, keeping them under review to ensure compliance with the Health and Safety Act 1974;
 - To make recommendations in respect of the management of Shire House complex repairs, maintenance and development. To lead via recommendation in all aspects of improvement and development of the complex;
 - To recommend and make observations in respect of funding options and the impact of any grant on resources and assets to Full Council;
 - The Shire House complex advisory Committee has delegated powers to make recommendations defined by its adopted Terms of Reference.