



LISS PARISH COUNCIL

Liss Pavilion Development Committee

Membership & Terms of Reference.

(Adopted by Liss Parish Council 19th September 2016)

Membership

The Committee is a standing committee and its Membership will be appointed at the Statutory Annual Meeting of the Council in May each year.

The Chairman and Vice Chairman of the Council will automatically be ex-officio members. Council may co-opt such other members that are not members of the Council to sit in an advisory capacity as required.

Quorum for Meetings

A quorum of the Committee will be one half of its voting members or one fewer than half of its voting members in the event of an uneven number of appointed voting members.

Terms of Reference

The prime objective of the committee is to progress the redevelopment of the dilapidated pavilion & scout hut on West Liss recreation ground.

The committee will consider the plans & drawings submitted by potential suppliers with a view to finalising them for presentation to Council for approval before submission for planning approval by SDNPA.

In addition the advisory committee will be responsible for the overall administration & coordination of project once planning approval has been obtained subject to Council approval where required.

Responsibilities will include:

1. Financial responsibilities:
 - The Committee will be responsible for identifying all costs & resources relating to the project.
 - Budget estimates will be submitted to Council for approval.
 - The committee will submit a regular monthly report to Council that incorporates all financial issues. Council may from time to time consider amendments to budgetary requirements.
 - Compliance with the Council's Financial Regulations & Standing Orders.

2. Fundraising. All aspects including:

- Representation on behalf of LPC to funding bodies where required.
 - Full accounting of all grants & donations received in liaison with LPC's RFO.
 - Receiving donations of construction materials.
3. Publicity.
 4. Liaison with user groups.
 5. The tendering process for appointment of contractors at any stage where required (eg. demolition, project manager, construction company), & the recommendation to Council for approval of appointments.
 6. Coordination with contractors, architects & other professionals.

In all matters members of the committee will ensure that the Clerk/RFO & the Assistant Clerk are fully informed & will request that third parties deal only through the office. All meetings are to be minuted by the Clerk or the Assistant Clerk.