



## LISS PARISH COUNCIL

### Buildings Committee

#### Membership & Terms of Reference.

##### 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 as will the Chairman of the Grounds Committee. 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.

##### Chairmanship of the Committee

At the first meeting of the Committee following the Annual Statutory Meeting the first item of business will be to elect a Chairman & the Committee may elect a Vice-Chairman if necessary.

Co-opted members are not eligible to act as Chairman of the Committee.

##### Voting in Meetings

Each member will have one vote; the Chairman of the Committee will have a second & casting vote in the event of an equality of votes.

Co-opted members will have no voting rights.

Voting will normally be on a show of hands. At the request of a Councillor Member the voting shall be recorded so as to show whether each Councillor present & voting gave their vote for or against that question or abstained from the vote.

##### Rules of Debate

The rules of debate as set out in the Council's Standing Orders will apply to the Committee.

##### Duties of the Committee

Responsibilities will include:

- All administration & maintenance issues relating to all Council buildings. These are
  - 1) Liss Village Hall
  - 2) West Liss Pavilion
  - 3) The groundsman's store/workshop
  - 4) The parish office

Adopted by Council on 19<sup>th</sup> March 2018.

- The timely submission of any extraordinary items, & the cost estimates thereof, for inclusion in the annual budget process.
- Ensuring that all necessary health & safety measures are in place on all Council buildings.
- Ensuring that regular risk assessment checks are carried out in respect of all Council buildings.

#### Frequency of Meetings

The Committee will meet a minimum of two times a year. Other Meetings shall be called by the Chairman of the Committee as necessary.