



BENTHAM TOWN COUNCIL

Terms of Reference of Buildings Committee

Approved: June 2026

Minuted: 35.7.2

Review: May 2027

Purpose of the Committee

The Town Hall / Buildings Committee is appointed to oversee the management, maintenance, repair and safe operation of Bentham Town Hall and any other Council-owned buildings and assets, within the delegated authority granted by Full Council.

The Committee shall make recommendations to Full Council on matters outside its delegated authority.

Membership and Voting

(To be elected annually at the Annual Meeting of the Council in May)

1. The Committee shall consist of at least 3 councillors.
2. The Committee shall appoint a Chair annually in accordance with the Council's Standing Orders.
3. The Chair shall have an ordinary vote and, in the case of an equality of votes, a casting vote.

Convening

The Clerk shall convene meetings of the Committee as required. The Chair of the Committee may also call meetings when necessary.

Meetings shall be held in accordance with the Local Government Act 1972 and the Council's Standing Orders.

Meetings

Meetings shall be conducted in accordance with the Council's Standing Orders.

Quorum

The quorum of the Committee shall be 3 members.

Documentation

1. Minutes of all meetings shall be recorded by the Clerk or appointed minute taker.
2. Draft minutes shall be circulated to Committee members as soon as practicable.
3. Approved or draft minutes shall be presented to Full Council for information and/or ratification as required.

Accountability

The Committee has delegated authority from Full Council to act within these Terms of Reference only.

Any matters outside the Committee's delegated powers shall be referred to Full Council with recommendations.

REMIT OF THE COMMITTEE

1. To oversee the management, maintenance and upkeep of Bentham Town Hall and any other Council-owned buildings.
2. To monitor the condition and fabric of Council-owned buildings and ensure that maintenance issues are identified and addressed appropriately.
3. To undertake an inspection or tour of Bentham Town Hall at least annually to review the condition of the building and identify maintenance requirements.
4. To ensure that maintenance issues and defects are recorded within the Town Hall Buildings Defects Book and that staff and regular volunteers are aware of its use and contents.
5. To consider, prioritise and agree routine and reactive maintenance works.
6. To obtain or prepare specifications for maintenance and repair works and to seek quotations in accordance with the Council's Financial Regulations and Procurement procedures.
7. To appoint contractors and approve quotations for maintenance and repair works within the approved budget and delegated authority of the Committee.
8. To refer any expenditure exceeding the approved maintenance budget or delegated authority to Full Council for approval.
9. To contribute to the Council's annual budgeting process by identifying future maintenance and improvement projects and estimating associated costs.
10. To review Fire Risk Assessments for Council-owned buildings as required and make recommendations to Full Council.
11. To review the Bentham Town Hall Risk Assessment annually and recommend any amendments to Full Council.
12. To establish, maintain and regularly review procedures for dealing with emergency maintenance issues.
13. The Clerk shall have delegated authority to authorise emergency expenditure up to £500 in relation to building maintenance, in consultation with at least two members of the Committee, with such expenditure to be reported to Full Council at the earliest opportunity.

Review

These Terms of Reference shall be reviewed annually at the first Committee meeting following the Annual Meeting of the Council, with any recommended amendments referred to Full Council for approval.