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# GOXHILL PARISH COUNCIL

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## **Parish Rooms Committee Terms of Reference**

1. Authority - The parish rooms committee is appointed by, and solely responsible to, Goxhill Parish Council. The committee's duties are defined and agreed by the full council, which may vote, at any time, to modify the committee's powers.
2. Membership - the committee will consist of no fewer than three elected parish councillors, and at its first meeting will elect a chairman to preside over future meetings. A quorum will be a minimum of three elected members.
3. Records of proceedings - the committee will meet quarterly and the minutes of the meeting will be circulated to the full council with recommendations. The minutes will be published on the parish council's website.

### Responsibilities

- The committee will be responsible for the maintenance and up keep of the Parish Rooms
  - Members will report back to the committee with any work that is required to the parish rooms of the building as a whole
- The committee will examine the quotes obtained for any of the works to be carried out and make a recommendation to the full council regarding its chosen contractor
- The committee will check the work has been completed to a satisfactory standard and will advise the clerk to the council that payment can be made

Terms of reference adopted 30<sup>th</sup> September 2021