

11. THE BARN COMMITTEE ~~STEERING GROUP~~

INTRODUCTION

The Barn ~~Committee Steering Group (Task and Finish Group)~~ is set up to manage the next stage of the development process. Following the Councils purchase of the Barn a steering group was established to look at Governance arrangements and possible future uses and management. This group has now presented its findings/recommendations to full Council. In its present form the steering group now has no defined purpose or remit. ~~solely for the purpose of managing the temporary (12 to 24 months) brief of the Town Council i.e. to set up a long-term sustainable management model, that operates at arm's length from or quite separate to the Town Council.~~

PROPOSAL

It is proposed that a new committee be established by the Council to be named "Barn Committee".

AIMS & OBJECTIVES

11.1 The **short-term** Aims and Objectives have been set by the Town Council as the owners of the building: -

- a) **The Town Council shall eventually be the Custodian Trustee of the Barn (in a similar way to the Assembly Rooms and Community Centre).**
- b) **The Town Council shall withdraw from the long-term management of the community building, within a **two-year reasonable** period.**
- c) **The Town Council shall provide initial financial support for match funding purposes, administrative and initial setting up costs, approved by Full Council at every stage.**
- d) **The Barn shall be a self-sustaining community facility within a **two-year reasonable** period.**

11.2 **The practical short-, medium- and long-term objectives relating to the Barn shall be set out at the earliest opportunity by the Barn Committee.**

PRACTICAL MANAGEMENT

11.3 To work closely with a future "Project Manager" once appointed by the Council. To provide input into the role/job specification for such post. To assist in the search for any sources of funding and possible tenants. To approach external bodies who may have an interest in the use of facilities and be enabled to arrange access to view and discuss preliminary tenancy arrangements.

11.4 To be allowed physical access to the Barn (bearing in mind health & safety aspects) thus allowing disposal of unwanted items and building up an inventory of

retained items and any future purchases. To liaise with the works manager regarding ongoing essential maintenance of the building.

- 11.5 To make recommendations on future Capital and Revenue expenditure to Council.
- 11.6 To assist Town Clerk/Deputy Clerk in obtaining specific quotes in relation to the residential flat refurbishment and once quotes accepted by Council, to be empowered to get work undertaken within the allocated budget.
- 11.7 To propose plans for the rear courtyard and undertake work in conjunction with the Works manager.
- 11.8 To form a new informal group to be entitled "Friends of the Barn". Intention to stimulate interest within the community. Such Friends to voluntary assist with practical/ admin and publicity arrangements.
- 11.9 To work closely with the Councils Communications officer re future advertising/ promotions/ social media.
- 11.10 To hold an "Open Day" for the public to help demonstrate the future potential of these facilities.
- 11.11 To work in conjunction with any Swimming pool group/committee so that complementary work/ideas may be explored.

ADMINISTRATIVE

- 11.12 ~~The Steering Group shall consist of five members of Swaffham Town Council, plus five appointed/co-opted non-Councillors. The Steering Group can appoint/co-opt as appropriate, any variation of this must be approved by the Full Council.~~ Further that This committee comprise up to 5 Councillors and 3 non-Councillor volunteers. As with all committee this would not prevent additional people being seconded from time to time.
- 11.13 The ~~Steering Group~~ Barn Committee is autonomous to the point of producing a final draft proposals for Town Council approval and except for incurring costs outside of an agreed budget. Councillors can call-in decisions for scrutiny of any aspect of the Barn project as it evolves and have the authority by resolution to overrule.

- 11.14 The ~~Steering Group~~ **Barn Committee** shall keep the Town Council and all interested parties informed of progress with regular reports.
- 11.15 The ~~Steering Group~~ **Barn Committee** shall be dissolved at the point of a Charitable Trust, Community Interest Company, **Company Limited by Guarantee** or something similar being approved as the long-term management structure by the Full Council. **To take preliminary steps leading to the setting up of a registered Charity. This to include the formal objectives/mission statement and seek prospective trustees. To take preliminary steps to the formation of a "Company Limited by Guarantee and identification of potential company directors.**
- 11.16 The Chair and/or Vice Chair of the ~~Steering Group~~ **Barn Committee** can be a Councillor or Non-Councillor, as appropriate, appointed by the ~~Steering Group~~ **Barn Committee** at their first meeting.
- 11.17 A minimum of five Councillors shall serve on the ~~Steering Group~~ **Barn Committee**.
- 11.18 The number of Non-Councillors on the ~~Steering Group~~ **Barn Committee** shall be ~~four~~ **three** (in any future variation Non-Councillors shall not exceed the number of elected Councillors).
- 11.19 Decisions shall be taken by consensus and can be referred to the Town Council if a consensus cannot be achieved.
- 11.20 The ~~Steering Group~~ **Barn Committee** meetings are open to the public and press.
- ~~11.21 The Steering Group may assist the Council's appointed consultants with the collection of data, as directed by the Full Council (NB. This could just be a Full Council task).~~
- 11.22 The Town Clerk or Deputy Clerk will refer recommended expenditure to the Town Council for approval (unless already budgeted).
- 11.23 The ~~Steering Group~~ **Barn Committee** shall be quorate with no less than five (or one third) members present and shall meet ~~monthly~~ **as required**.
- 11.24 The Town Clerk or Deputy Clerk shall attend all formal meetings of the **Barn Committee** ~~Steering Group~~ to advise; accordingly, with administrative support staff to take minutes.

11.25 Un-staffed informal meetings of the Barn Committee Steering Group can be arranged for the collection of data, to further discussions on complex issues or discuss matters with interested parties. No decisions can be taken at informal meetings, unless delegated (to a Task & Finish, or Working Group) by the Committee in advance at a formal Committee meeting.

ALL COMMITTEES

Generic terms of reference for ALL Committees are as follow: -

11.26 The Mayor and Deputy Mayor have ex-officio (as of right) membership of all committees. Where either the Mayor or Deputy Mayor does not wish to exercise their right of membership of a Committee, the Full Council shall appoint a Councillor in their place.

11.27 The ex-officio rights can be exercised at every Annual meeting of the Town Council. The opt out or opt in must be at the Annual meeting or earliest opportunity after election as Mayor or Deputy Mayor.

11.28 The Mayor and Deputy Mayor shall as a minimum, shall by mutual agreement, exercise one (as of right) membership of each Committee and shall act as a substitute member for each other, in the event of non-attendance. In the event of both the Mayor and Deputy Mayor being unable to attend a meeting, a substitute member can be another councillor.

11.29 Where a Mayor or Deputy Mayor resigns from their position mid-term, they immediately cease ex-officio status and at the earliest opportunity should be considered by the Council, to fill vacant positions on Committees created by these circumstances.

11.30 All Committees can make recommendations to the full Council on any changes to the delegated authority approved as the terms of reference.

11.31 All Councillors can make a request to a Committee to refer an agenda item to full Council; providing they do not have a pecuniary interest in the issue.

11.32 All Councillors can call-in a Committee decision to the Full Council for a review/scrutiny. A brief summary or reason is required, call-in within 28 days of decision for next available Full Council agenda.

11.33 All Councillors are entitled to attend Committee meetings as non-voting members of the public (with the exception of the HR Committee). Non-Committee

Councillors can speak on a specific item on the agenda only at the discretion of the Chairman by prior notification or at a designated agenda item “to receive and consider Non-Committee Councillors questions.”

11.34 All Committees have full decision-making powers unless their specific terms of reference states otherwise.

11.35 All Committees have the power to spend within an agreed budget and be responsible for monitoring during the financial year.

11.36 Additional expenditure not within the Committee budget must be referred to the Full Council for approval, unless this is funded from income generated by the Committee, in which case the Committee would have the power to spend within the extended budget.

11.37 All Committees have the option of referring any issue to the full Council for an opinion before making a decision or deferring the decision to the full Council.

11.38 All Committees (with the exception of the HR Committee) can co-opt non-Councillor members in an Advisory capacity i.e. non-voting. All Advisory non-voting members shall be entitled to participate in any open debate but shall not participate in any confidential discussions.

11.39 All Committee members Councillors and non-Councillors who have voting rights are duty bound to fill in the register of interests’ form held by Breckland Council, Declare Personal and Prejudicial Interests within the meeting and abide by the Code of Conduct

11.40 All Committees shall be quorate if no less than one third of their voting members are present, including no less than three elected Councillors.

11.41 Councillors can only be a full member on four Committees, they can be substitute members for all Committees and members of Sub-Committees, or Working Groups.

11.42 Non – Councillors who have voting rights can be elected Chair or Vice Chair of the said Committee.