

---

# Landkey Community Building Project Group

## Terms of Reference

---

### 1. Purpose / role of the Committee

1.1. To provide oversight and direction through the specification design and build of a new community building for Landkey and the surrounding area of North Devon. The viable site has already been identified and is under the ownership of Landkey Parish Council. The building should be suitable for a variety of community and private uses that cannot be adequately accommodated in existing public facilities in Landkey.

1.1.1. The Group was established in January 2021 at the request of Landkey Parish Council and will operate until a viable new building is opened and run by a future management committee.

1.1.2. The group consists of volunteer members plus two Parish Council representatives. New members can be invited to join the project team on a permanent or temporary basis depending on the specific needs but it is envisaged the group will normally operate with a maximum of 8 members.

1.2. Purpose of the Group will be as follows:

1.2.1. Engage with the local community to identify viable future needs and users for the new Community Building. Wherever possible the need and future uses should be properly evidenced. The potential uses will include local community groups as well as private events hire.

1.2.2. Based on the evidenced needs, to scope the type and scale of building that would meet these needs and that could be suitably accommodated on the identified site.

1.2.3. To create an appropriate operating structure for the Group that is best suited to attract effective financial support for the Project, e.g Charitable Trust

1.2.4. Create a budget and secure funding sources to enable a new facility to be built.

1.2.5. Help the Parish Council submit a planning application for a new facility and carry out appropriate public consultation.

1.2.6. Agree with the Parish Council the appointment of an architect and building contractor to manage the implementation of construction.

1.2.7. Promote and publicise the progress and development of the project to the wider community and provide proper mechanisms for public comments /responses.

1.2.8. Ensure the contractor completes the project build within agreed time and budget.

- 
- 1.2.9. Consult and report on the progress of the project to Landkey Parish Council as stipulated.

## **2. Main Functions**

### **2.1.** The Committee deliver its responsibilities by:

- 2.1.1. To be accountable for the success or failure of the project.
- 2.1.2. To ensure the delivery of outcomes and benefits
- 2.1.3. To ensure that project deliverables are aligned to the community needs of Landkey and the local area.
- 2.1.4. To consult and engage with other local community buildings to both gain learning and avoid any unnecessary duplication of provision for potential users. E.g., Landkey village hall and other local village community buildings.
- 2.1.5. To provide unified direction to the project.
- 2.1.6. To secure the resources and authorise the funds for the project. This will require operating a suitable bank account and publicising financial statements.
- 2.1.7. To provide visible and sustained support for the Project Manager.
- 2.1.8. To report progress and consult on major project steps as specified with Landkey Parish Council.
- 2.1.9. To ensure effective communication within the project team and with external stakeholders.
- 2.1.10. Act as a forum to review and approve project decisions where needed.
- 2.1.11. To assist in the prioritisation of workload across the project.
- 2.1.12. To manage high level risks and issues that impact on delivery and assist in unblocking escalated issues
- 2.1.13. To review changes to scope and finance and approve as necessary in consultation with Landkey Parish Council.
- 2.1.14. To escalate anything outside of project team main function to Landkey Parish Council.

## **3. Roles and Responsibilities**

### **3.1.** Members of the Group will commit to:

- 3.1.1. Attending all scheduled meetings and if necessary, nominating a deputy ensuring suitable knowledge transfer and consistency
- 3.1.2. Sharing communications and information as appropriate to promote learning, improvement and good decision-making

---

3.1.3. Completing actions within agreed timescales so as not to delay the work of the Group

3.2. Individual members will be accountable and responsible within their agreed roles.

3.3. Other people may be invited to attend as appropriate.

## 4. Meetings and Conduct of Business

4.1. All meetings will be chaired by the Chair or Vice- Chair.

4.2. A meeting quorum will comprise of 3 members of the Group and include either the Project Chair or Vice Chair.

4.3. Decisions will normally be reached by consensus, i.e., members are satisfied with the decision even though it may not be their first choice. If agreement cannot be reached, a vote may be held, and the Chair or the presiding Chair have the casting vote in the event of a tied vote.

4.4. Meetings will be held monthly for 1 ½ hour with a minimum of 6 per year.

4.5. Meetings of the Group will be formal and appropriate agendas and minutes produced electronically (paper copies will not be provided).

4.6. Agenda and papers will be distributed electronically 3 days prior to the meeting (paper copies will not be provided).

4.7. Amendments to minutes may only be made by Group.

4.8. The Terms of Reference may only be amended, varied or modified after consultation and agreement by the Group members with approval from Landkey Parish Council.

4.9. Administrative support will be provided by the Clerk of Landkey Parish Council.

## 5. Review

5.1 The Group will review (a) the relevance and value of its work, (b) its effectiveness and (c) its terms of reference on at least on an annual basis or as required

## 6. Reporting and Accountability

6.1. The Group is accountable to Landkey Parish Council.

6.2. The Chair of the Group is responsible for drawing to the attention of Landkey Parish Council any issues, exceptions and/or risks that require disclosure.

6.3. The Group reports to Landkey Parish Council outlining:

6.3.1. Project plans and progress

6.3.2. Funding, budgets and expenditure

6.3.3. Supporting papers for decisions/approvals

---

## 7. Declaration of Interests

- 7.1. It is important that situations are avoided where conflicts (or potential conflicts) of interest affect (or appear to affect) the integrity of Group decision-making processes.
- 7.2. The Chair will begin each meeting by asking for declarations of relevant material interests.
- 7.3. Members should take personal responsibility for declaring material interests at the beginning of each meeting and as they arise. If a member feels compromised by any agenda item, they should declare a conflict of interest and may be asked to leave for that item.