

WITHYHAM PARISH COUNCIL

BUILDING ASSETS WORKING GROUP TERMS OF REFERENCE

This working group has been set up by the Finance Committee as a task-based group to consider the longer-term future of the Parish Council's two buildings: Groombridge Old Station which is leased to Withyham Parish Council (WPC) to 2028 and Phoenix House/Groombridge Post office which is owned by WPC.

Date of Adoption/Renewal	Date for review
May 2025	May 2026

MEMBERSHIP

The Working Group comprises six Parish Councillors. The Chairman and Vice-Chair of the Council may attend as ex officio. The Working Group may, at its discretion, invite individuals to its meetings where specific input is required.

CHAIRMAN

The Working Group shall elect from its number a Chairman and Vice Chairman at its inaugural meeting, and annually thereafter at the first meeting following WPC's Annual Statutory Meeting. The role of the Chair is to chair meetings of the Working Group.

MEETINGS

1. The Working Group shall meet as required, but not less than four times per year.
2. Meetings will be supported by the Clerk.
3. The date and agenda will be notified to the Working Group by the Clerks at least five working days in advance, emergencies excepted, however it is not necessary for these to be advertised publicly.
4. Notes of each meeting are to be drawn up and distributed to all members of the Working Group within 5 working days of the meeting and to the Finance Committee at its next meeting.
5. The Working Group will report to the Finance Committee on a regular basis.

QUORUM

This must comprise 3 members.

ROLE AND PURPOSE

The Working Group is responsible for:

1. Considering options for ownership of WPC's building based assets for 2028 onwards for recommendation to Finance Committee. This will provide a framework for WPC to act on over the next Parish Plan.
2. Identifying information required to help inform item 1 above, for the Clerk to provide.
3. Recommending to Finance Committee how future ownership options would be funded to inform Precept planning and allocation of Earmarked Reserves over the course of the next Parish Plan.

4. Planning future maintenance works on WPC's building based assets until 2028, with consideration to preferred ownership options. Recommending to Finance Committee.
5. Recommending to Finance Committee how any maintenance works until 2028 would be funded to inform future Precept planning and allocation of Earmarked Reserves.