

**Harwell Parish Council**  
**Staff Building Sub-Committee Terms of Reference**  
APPROVED 10.11.2020

1. The purpose of the Sub-Committee is
  - a) to liaise with contractors, architect and suppliers regarding the construction of the new staff building on the recreation ground, subject to the terms of the contract, on matters such as progress of the build, payments, invoicing and matters needing prompt decision before the next meeting of the council
  - b) where decisions are required between full council meetings, to agree matters as necessary, subject to Standing Orders and Financial Regulations, and inform the clerk of any decisions made
  - c) to liaise with the clerk about payments made under contract
  - d) to report in full any decisions made by the Sub-Committee at the next available parish council meeting.
2. The Sub-Committee is a temporary Committee established under Section 4 of the Harwell Parish Council 2018 Standing Orders. All councillors are members. 3 members shall constitute a quorum.
3. The Sub-Committee has delegated powers of expenditure up to £500 where such expenditure is necessary for the continuation of the project between meetings of the full council.
4. The Sub-Committee is bound at all times by Procurement Regulations and will not authorise expenditure except when absolutely necessary for the continuation of the project between council meetings.
5. The Sub-Committee will meet remotely via Zoom or similar platform weekly for the duration of the building project on Friday evenings at 6.00 pm, unless there is no business to discuss. At least three working days' notice shall be given of any meeting.
6. Members of the Committee shall agree on a Chairman at the first meeting. If no agreement is reached, the Chairman of the Parish Council shall act as Chairman of the Committee.
7. To enable a meeting to proceed and recommendations or decisions to be agreed at least three members must be present.
8. Meetings will be conducted under the full Harwell Parish Council 2018 Standing Orders, and members of the public will be welcome to present their views.
9. The Proper Officer of the Council (the Clerk), shall provide administrative support for the Committee but may not be available at meetings – in such cases one member will take notes.
10. The Clerk will prepare the agenda for each meeting