

Charlbury Town Council

Building Working Group – Terms of Reference

Objectives :

- a. To encourage the high quality retrofit of local community buildings and homes to become low energy and zero carbon.
- b. To engage with the planning system to maintain the town's character while helping it thrive and achieve net zero emissions.
- c. To engage residents in understanding what a zero carbon home might mean and how to make that happen
- d. To enthuse local builders in understanding how they can help make that happen.
- e. To engage local building trades and seek to facilitate training.
- f. To identify potential partners to plan and assist with mass retrofit.

1. Membership

Members of the Working Group will be appointed every year at the Annual Meeting. The Working Group must consist of at least two councillors. Non-councillors can be appointed by the Town Council onto the Working Group. There should be no less than three members of the Working Group. The quorum is also three.

2. Chair

A Chair will be appointed for the Building Working Group every year at the Building Working Group's first meeting following the Annual Meeting of the Council. The Chair will be the main point of contact for Council staff, Council members and members of the public, and will also be a member of the Town Council unless otherwise agreed by Full Council.

3. Powers

The Building Working Group has no delegated authority. It cannot make decisions on behalf of the Town Council, and any recommendations made by the Working Group will be subject to approval by the Council.

Non councillor members do not have the right to vote

Non councillor members must sign up to the Town Council Code of Conduct

4. Meetings

Meetings of the Building Working Group are to be held as and when required in order to consider matters relevant to the Group's objectives. Meetings can be held at the private residences of members, online or wherever is felt suitable.

The Building Working Group will formally present their findings to the Town Council at the Annual Meeting of the Council/Annual Parish Meeting

5. Responsibilities

The Building team is responsible for:

Providing expert advice when requested
Initiating proposals (including budget requests)

Leading or contributing to development of plans
Leading or contributing to delivery of agreed projects

The Building WG is also responsible for obtaining estimates, quotes as necessary in accordance with Charlbury TC's Financial Regulations. These are then forwarded to the Town Council to be considered and authorised and then to the clerk to be actioned.

If a tendering process is required, this reverts to the Town Council and is the remit of the Town Clerk (Financial Regulations item 11c)

A member of the Working Group may not issue an official order or make any contract on behalf of the Town Council.

6. Reporting

The Building Working Group will report back to the Town Council bi-monthly. Any decisions made by the Building Working Group at their meetings must be reported back to the Town Council as recommendations. The Town Council will then consider and vote on them. Only once approved by the Town Council can they be acted upon by the Town Clerk or Town Councillors.

27th April 2022