

TERMS OF REFERENCE – TELEPHONE KIOSK MAINTENANCE GROUP

Hardingham Parish Council

Background:

The Parish Council adopted Hardingham telephone kiosk during May 2018 however do not have the resources to restore and maintain the box. The Council agreed at the May meeting to appoint a committee to fundraise and maintain the kiosk on behalf of the Council.

Objectives:

1. To maintain the Telephone Kiosk to ensure it is kept in good repair.
2. To ensure all costs are covered through fundraising / sponsorship to avoid a financial burden on residents through the Parish Council Precept.

Composition:

The group comprises councillors and residents from Hardingham Village. The group may recommend a Chair, however this recommendation must be ratified by the Parish Council.

Authority:

The group operates on behalf of the PC and will receive direction from it.

Requirements

1. The Group will identify sources of funding and undertake to access them
2. The Group will ensure all finances are managed according to the Parish Council's procedures and through its bank account
3. The Parish Council will review and endorse the Group's planned and actual expenditure.
4. The Group will ensure that clear financial records are maintained in line with the Parish Council Financial Regulations. All funds will be held by the Parish Council as ring-fenced funds, and any accounts will be audited annually with the Parish Council accounts.
5. All meetings will be formally minuted, and the minutes will be circulated to the Parish Council at relevant meetings and displayed on the Parish Council website.
6. No work will be undertaken without risk assessments being completed and Insurance implications checked (if relevant)
7. Progress will be reported to Parish Council meetings and at the Annual Parish Meeting