Rhymes Maintenance Project Group Project Group

Terms of Reference

Overall Aim

The Rhymes Maintenance Project Group aims to fulfil the resolution of the Council at its November 2023 meeting, which was (Item 10.2):

> "to ensure that the Rhymes Pavilion can continue to operate for the next 2 years, while plans for refurbishment and replacement are drawn up, with allocation of funds of up to £3,000 for repairs and minor improvements."

The Clerk undertook to liaise with residents and interested parties in the community.

Objectives

1. To document the issues that need to be addressed to ensure that the Rhymes can operate safely, with no risk to occupants or the Council.
2. To undertake the necessary repairs and other actions, with a view to completing what is required as soon as is reasonably possible, within the allocated budget.
3. To inform Council of outstanding tasks that are not essential for short term, but should be considered in any future improvements of the building.
4. To keep Council informed of progress and to provide a completion report.

Membership

1. The Clerk will lead the project, with support from community volunteers.

Delegated Powers

1. The Clerk has delegated authority to spend £3,000 on external services and purchases to complete the project.
2. The Clerk, with the volunteers, will assess the necessary tasks and prioritise these within the budget.

Timescales and Reporting

1. The aim is to conclude the project by **1st September 2024**
2. The Clerk will report to Council at its monthly meetings.

Richard Maccabee, Parish Clerk