

Flat and Frontage Committee (F&F), 15th June 2026, **Agenda Items 2 and 3**

Annual appointment of Chairman and Vice-Chairman

Committee is asked to consider the appointment of a committee Chairman for the council year 2026/27.

Committee is asked to consider the appointment of a committee Vice-Chairman for the council year 2026/27.

On 10th June, members of the committee were asked to let me know if they wished to stand for either of these posts.

To date, Cllr Gunston has let me know he does not want to stand for either role.

Committee members can let me know at the beginning of the meeting if they wish to stand for either role, but advance notice helps with paperwork.

Simon Cross – **Clerk to the Council**

10th June 2026

F&F, 15th June 2026, Agenda Item 7

Terms of Reference

Committee is asked to review and agree the committee's Terms of Reference for the coming year.

I have drafted an initial set of Terms of Reference. These will need some discussion before being agreed at Full Council next month.

I think these get over the problem I found in the Terms of Reference of some other committees.

Simon Cross – **Clerk to the Council**

10th June 2026

F&F, 15th June 2026, Agenda Item 8a

118-120 Sea Road

Committee is asked to agree a basic workplan of works to be carried out and to what priority.

For clarification, 118 is the ground floor property and 120 is the flat across the first and second floors.

The council has owned 118-120 Sea Road for 2½ months. Some stripping out work has been completed mostly by Cllr Gunston and a small band of community volunteers.

Cllr Gunston has drawn up this very draft list of tasks which the committee needs to agree and expand upon:

1. Sort out the flat and garden as a priority so we get some income.
2. Identify all the work that needs to be done.
3. Agree order in which work needs to be done.
4. Agree plan for office layout.
5. If funds permit start work on the office.

Adrian can fully confirm the budget when he returns from leave, but John and I believe there is £50,000 set aside for this year. My knowledge of Rialtus accounting software is not good enough to confirm that.

Simon Cross – **Clerk to the Council**

29th May 2026

F&F, 15th June 2026, Agenda Item 9a

122-124 Sea Road

Committee is asked to note works needed which could be combined with works at 118-120 Sea Road.

For clarification, 122 is the Council Office and 124 is the upstairs flat.

Off the top of my head, works such as replacing the air-conditioning and replacing the front window and doors are work which could be combined with similar works at 118-120.

Simon Cross – **Clerk to the Council**

29th May 2026

F&F, 15th June 2026, Agenda Item 10

Council buildings

Committee is asked to consider whether to appoint an architect, a project manager and any other appointments we think may or may not be necessary.

Until we start to discuss this we do not know whether or not we need additional professional support for the above works.

Simon Cross – **Clerk to the Council**

10th June 2026

F&F, 15th June 2026, Agenda Item 28

Next meeting (27th July)

Committee is asked to suggest any news items to be referred to the next meeting.

Simon Cross – **Clerk to the Council**

11th June 2026

Appendix A

Agenda Item 7

Terms of Reference

Committee is asked to review and agree the committee's Terms of Reference for the coming year.

Terms of Reference for the Flat and Frontage Committee

Draft – June 2026

1. Constitution

- 1.1. The Flat & Frontage Committee is constituted as a committee of East Preston Parish Council.
- 1.2. The committee's terms of reference may be amended at any time by the council. Minor amendments can be made within the committee itself.
- 1.3. The committee may from time to time investigate, discuss or review matters outside its terms of reference if required to do so by the council.

2. Authority

- 2.1. The committee is authorised by the council to manage any activity within its terms of reference.
- 2.2. The committee is authorised by the council to obtain external legal or other professional advice and to secure the attendance of anyone it considers has relevant experience, expertise or knowledge with the agreement of the Chairman of the Council and the Chairman of the Finance & General Purposes Committee.
- 2.3. Where a decision is needed ahead of a committee meeting, and this can clearly be justified, a decision can be made on behalf of the committee by the Chairman and Vice-Chairman of the Committee in conjunction with the Clerk or Assistant Clerk. Wherever possible, committee members should be consulted electronically first.

3. Membership

- 3.1. The committee shall be appointed by the council from amongst its members and shall consist of not fewer than three members and not more than five. The Chairman and Vice-Chairman of the Council may attend all committee meetings and may exercise their right to speak and vote.

- 3.2. The committee shall elect a Chairman and a Vice-Chairman for the municipal year at its first meeting in every council year.
- 3.3. The Clerk of the Council is secretary to the committee.
- 3.4. The Chairman of the Committee will automatically sit as a member of the council's Audit & Governance Committee. On occasion, the Chairman of the Committee may send another member of the committee to Audit & Governance Committee meetings as an official, named substitute.
- 3.5 Where there are more councillors willing to sit on a committee than spaces available, the Chairman of the Council and incumbent Chairman of the Committee, should agree to one of those extra councillors becoming the committee's official substitute.

Where it is necessary to include a substitute councillor, because of known absence or a conflict of interest, the official substitute should be approached first. Where that councillor is also unavailable or the committee does not have an official substitute, the Chairman of the Committee and the Clerk should agree between them the order in which to approach other councillors.

The maximum number of substitute councillors at any one committee meeting should be three (for committees of seven members) or two (for committees of five members). (added by Full Council on 4th November 2019, Minute 946/19, Resolution 1372)

4. Meetings

- 4.1. Meetings shall be held at least four times a year.
- 4.2. Additional meetings may be called by the council or by the Chairman of the Committee.
- 4.3. The quorum necessary for the transaction of the business of the committee shall be at least one half of the members or not less than 3.
- 4.4 After any evening meeting, regardless of the venue, the Chairman and / or Vice-Chairman of the Committee must stay with the Clerk or Assistant Clerk until he or she has locked up the whole of the venue, as necessary. (added by Full Council on 4th November 2019, Minute 946/19, Resolution 1373)

5. Responsibilities

- 5.1 To oversee the refurbishment project for 118-120 Sea Road, incorporating related changes to 122-124 Sea Road.
- 5.2 To propose a committee budget to the Finance & General Purposes Committee for onward recommendation to and agreement by Full Council.
- 5.3 To co-ordinate community volunteers to assist with elements of the refurbishment project.
- 5.4 To liaise with council contractors to undertake elements of the refurbishment project.
- 5.5 To ???.

6. Reporting Procedures

- 6.1. The Chairman of the Committee shall produce a short written report for circulation to all councillors for the following Full Council meeting. Where this is not practical, the Chairman shall give a short verbal report in place of the written report.

