

Premises Committee

Terms of reference – updated May 2023

Oxford Bridge Club CIO delegates some of its operations and decision-making to officers and (usually) committees. The chair of any committee is the accountable officer, who acts on behalf of the board of trustees. The chair is responsible for ensuring that the committee acts within club policies and Charity Commission guidance and fulfills the terms of reference set out below.

Role / Purpose

The purpose of the premises committee is to support the Premises Officer in the maintenance and day-to-day functioning of the premises.

The building refers to 147 Banbury Road, Oxford OX2 7AN

The premises refers to the ground floor occupied by Oxford Bridge Club including the common stairwell to the flats.

The flats on the first and second floor are owned by the leaseholders.

The Premises Officer, supported as appropriate by the committee, is responsible for the following:

1. Maintenance of the fabric of the building

- liaising with the leaseholders and residents of the flats above the club where necessary
- decoration of the premises
- acquiring necessary professional advice
- selection and approval of builders and other contractors

2. Maintenance of fixtures and fittings of the premises

- Furnishings including window coverings, bridge tables, cloths and chairs
- Provision of suitable storage. Provision of suitable display areas for notices and the maintenance of any permanent signage

3. Maintaining safety and security of the building

- Ensuring compliance with all necessary laws and regulations including fire safety
- Setting and monitoring Health & Safety policy
- Setting procedures for security of the building according to insurance guidelines
- Maintenance of list of key holders. Maintenance of security codes and communications on security matters. Maintenance of list of vehicles with parking permission on front forecourt.

4. Maintaining operation of the premises

- Cleaning of the premises on a regular basis to a defined standard
- Disposal of recycling and general waste
- Maintenance of heating and ventilation systems and kitchen equipment
- Maintenance of kitchen equipment and supplies.

Accountability

- The committee is accountable to the chair of the committee (the premises officer) who is accountable to the board of trustees.

- The committee is responsible for reporting to the board of trustees, normally quarterly. Minutes of all meetings must be available for trustees.
- The committee will review the relevance and value of its work, and how best to organize it, annually
- Budget accountability is the responsibility of the chair of the committee in conjunction with the treasurer although he or she may delegate day-to-day budget management to a member (or members) of the committee.
- The effectiveness of all committees should be kept under review by the board of trustees.

Membership

- The committee comprises a minimum of four and a maximum of seven members. Some members will have specific roles (set out in appendix A). All committees must have at least one trustee as a member.
- Membership of the committee is open to any club member with appropriate skills, interest and knowledge. Any member with a potential conflict of interest must declare it (a) before joining the committee and (b) when any relevant issue is being discussed.
- Members are usually appointed (or have their existing appointment confirmed) annually, at the first meeting of the board of trustees after the AGM. New members can join at any time by agreement with trustees.
- It is good practice to keep the normal period of membership at three years (as with trustees). This can be extended where people have valuable skills or knowledge.
- As with trustees, the head of the committee should aim to develop someone to take over when he or she resigns.

Roles and responsibilities

The role of the committee as a whole is set out above. The committee members and roles are summarized in Appendix A and the key regular tasks/responsibilities are set out in Appendix B. Appendix B is also available as a separate document which will be kept updated.

Making decisions

Decisions will be made in one of five possible ways:

1. Individual committee members with specific roles can make their own decisions within the limits of their role. They must observe probity, value for money etc.
2. The premises committee does not have any subgroups
3. Major decisions will be made by the committee as a whole. The quorum for any decision is three, which must include the Premises Officer (unless unavailable in which case another trustee of OBC must be present). Such decisions are made on behalf of the board of trustees, and the committee should follow the same guidance as the board would. Such decisions must be minuted.
4. Exceptionally, on a really urgent matter, the chair of the committee can make the decision and inform the rest of the committee later.
5. The chair of the committee must use his or her judgement in assessing which issues should be referred to the board of trustees for a decision: if in any doubt, he/she should check with the club secretary or chairman. Anything involving a payment to a trustee, other than routine expenses, must be referred to the board.

Any potential payment which is material (over £250) and unbudgeted must be cleared with the treasurer before it is committed.

Sharing of information, liaison and communication

- The head of the committee is responsible for liaising with the heads of other committees on issues which may affect them (for instance the use of club space), and for referring any difficult issues to the board of trustees.
- The secretary of the committee is responsible for ensuring that due confidentiality is followed, that conflicts of interest are avoided, and that the minutes of all meetings are made available to trustees [probably on a new version of the G drive].

Amendments / modifications to ToR

- These Terms of Reference may be amended, varied or modified in writing after consultation and agreement with the Board of Trustees.

Appendix A – Committee members and roles

Trustees agree this appendix with the Terms of Reference. It replaces the old document R. A suggested format is shown in the ToR.

Position	Name	Areas of responsibility
Premises Officer (Trustee)	Chris Bone	Chair, secretarial, accountable officer, Arranging building repairs/improvements. Utility bills and security.
Health and Safety Officer	Sue Smith	Risk assessments, H&S policy, first aid supplies. Fire regulations, fire alarm system.
House Officer	Juliette Riehl	Cleaning of premises including stairwell flats, cleaning supplies, window cleaning (inside and out) waste and recycling, Kitchen appliances and tea/coffee supplies.
Premises Committee member	Richard Sills	Liaison with tenants and flat owners
Premises Committee member	Phil Chaundy	Maintenance and servicing of heating and ventilation system. Arranging building repairs/improvements.

Appendix B: Key regular tasks (and whose responsibility they are)

These are described in the document Premises checklist which will be maintained separately on the G drive.

Health and Safety						
<u>Requirements</u>	<u>Frequency</u>	<u>When</u>	<u>By whom</u>	<u>Date last done</u>	<u>Date due</u>	<u>Document</u>
Risk assessment	Annually		SS signed off by chair		Due	Y
Policy updated, signed and displayed	Annually		Updated by H&S officer, signed by chair CB/SS	May 2019		Y

Emergency Plan Fire exit diagram	Once	Updated if required	H&S officer SS	2022		Y
Fire alarm system maintenance	Twice yearly		SS	Sept 2022	March 2023	Y
Emergency lighting check	Annually		SS	Sept 2022	March 2023	Y
Fire equipment	Annually		SS	June 2022	June 2023	Y
Fire alarm testing	Monthly		SS or deputy	Monthly		Y
Fire alarm monitoring list of key-holders	As required	As required	SS	June 2022		Y
Electrical equipment PAT testing	Annually		PC	April 2022	April 2023	Y
Gas boiler service	Annually		PC	March 2022	March 2023	Y
Ventilation system	Annually or when filters need replacing		PC	Feb-2020	When monit or indicates	Y
First Aid box kept supplied	Annually		SS	Nov 2022		List in box
Accident and incident reporting	As required	Annual report	SS			Log

Fridge temperature checked and recorded	Weekly		JR	Ongoing		Log
Security						
Log of security breaches	Ongoing	As and when	CB	Nov 2022		Log
Key code changes and replacing batteries front door code lock	As required		PC			Y
Front door keys provided and list of key-holders maintained	Ongoing		CB	Dec 2022		Y
List of those eligible to park on forecourt maintained			CB	Dec 2022		Y
Outside lighting (flats and passageway beyond gate)			PC	Dec 2022	As required	N/A
Domestic						
Cleaning service maintained and reviewed	Annually	Dec	House Officer	Dec	As required	Y
Window cleaning service	Every 6 months (inside and out)		JR	Sept 2022 (inside and out)		N/A
Supplies maintained	As required		JR			Yes

Recycling taken away	As required		Various		Q1 2023	N/A
De-scaling coffee machine	3 monthly		JR	Log by coffee machines	Log by coffee machines	N
Heating schedule adjustments	As required		All members of the PC.		As required	Y
Administrative						
Setting and maintaining budget			Treasurer	March 2022	April 2023	Y
Monitoring utility bills (energy), changing suppliers	Under fixed term contracts for gas and electricity		CB	Dec 2022	Ongoing	N
Meetings (agenda, minutes, dates)	As required		CB	Dec 2022		Y
Annual report to Trustees	Annually +/- as required	May	CB		May 2023	Y
Maintaining premises information file	As required		All		Ongoing	Kept in Mary Good room
Maintaining house information file	As required		JR			Kept in kitchen top cupboard

Insurances e.g. buildings	Annually		CB	April 2022	April 2023	
Repairs and maintenance	Name	Telephone	Email	Last used		
General builder	Andrew Quinn	07535864616	qbcltd@gmail.com	Spring 2021		
General Maintenance	Michael Bateman MAB Property	07979 056065		N/K		
Electrician	Martin Stimpson	07881 565433	martstimp@hotmail.co.uk	Dec 2022		
Plumber	Joseph (Joe) Biscoe	07767918499	joebiscoe96@googlemail.com or David Fifield Oxford Mechanical 01235 525110 07966 334162	June 2022 Dec 2022		
Heating and ventilation maintenance	Uniheat Ltd	01865 242708	enquiries@uniheat.co.uk	March 2022	March 2023	

