

BROMHAM PARISH COUNCIL: BROMHAM MILL

BOARD



Terms of Reference

1. Constitution

- 1.1 The Bromham Mill Board (the “Board”) is established as an Executive Committee under the Authority of the Parish Council (the “Council”) in accordance with Standing Orders.
- 1.2 The Boards Terms of Reference may be amended at any time by the Council.
- 1.3 The Board 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 Board is authorised by the Council to manage any activity within its Terms of Reference.
- 2.2 The Board 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 The Chairman (or the Vice-Chairman) of the Board may be required to attend regular meetings with the Council’s tenants at Bromham Mill, together with other Parish Councillors as deemed appropriate.

3. Membership

- 3.1 The Board shall be appointed by the Council from amongst its members and shall consist of not less than four members and not more than seven. In accordance with Standing Orders, 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 Board shall elect a Chairman and a Vice-Chairman for the municipal year at its first meeting in every year.
- 3.3 The designated Mill Manager of the Council is ordinarily Clerk to the Board although the Board may, from time to time, be serviced by the Parish Clerk or Support Officer.

4. Attendance at Meetings

- 4.1 The quorum necessary for the transaction of the business of the Board shall be not less than 4 members.
- 4.2 Any Parish Councillor who does not attend three consecutive meetings of the Board without having an excuse accepted by the Chairman of the Council will automatically cease to be a member of the Board.

5. Frequency of Meetings

- 5.1 Meetings shall be held at least four times a year.
- 5.2 Meetings shall be held either at the Village Hall or at Bromham Mill.
- 5.3 Additional Meetings may be called by the Chairman of the Committee or by order of the Council.

6. Board Responsibilities

- 6.1 The Board is responsible for the day-to-day management of Bromham Mill in accordance with assigned budgets and for advising the Parish Council on strategy, policy and the future direction of Bromham Mill. The Board must at all times professional, accountable and transparent in conducting business.
- 6.2 The Board shall ensure compliance with the obligations in the lease held between Bedford Borough Council and the Council.
- 6.3 The Board may incur expenditure within its authority as defined in the Standing Orders and Financial Regulations and, in doing so, shall manage and control spending from its assigned budget during the year and ensure best value at all times. The Council aims to give excellent value for money as it raises and spends money for the benefit of the local community.
- 6.4 The Board is responsible, through designated staff, for maintaining sound and up to date financial records, submitting financial returns on time and undertaking effective financial monitoring and reporting.
- 6.5 The Board is responsible for proposing its budget to the Finance & General Purposes (F&GP) Committee.
- 6.6 The Board is responsible, through designated staff, for effectively dealing with all administration arrangements, including the preparation, review and observance of policies and practices, compliance with governance arrangements, ordering and managing stock holdings, and maintaining effective administrative systems attributable to the principal operations undertaken at Bromham Mill (including printing, stationery and office

expenses, training costs and IT costs including web-site hosting and maintenance and Wi-Fi provision).

- 6.7 The Board shall consider short and long term aspirations for the Mill venue, as a community asset and as articulated in a Business Plan, or appropriate format, that is developed cognisant of the strategic direction of the Council for Bromham Mill, from time to time reviewed.
- 6.8 The Board is responsible for all aspects of the repair, maintenance, and enhancement of the Mill complex. This shall include, but not be limited to, routine cleansing, grounds maintenance (tree, shrub and fencing maintenance and upkeep of the designated fairy garden), maintenance of signage, noticeboards and other street furniture and for undertaking planned and essential improvements. In doing so, the Board will have regard to:
- (a) The benefits of regular maintenance to help reduce or eliminate the necessity for major repairs and thus save money. It may be appropriate for the Council to establish repair and maintenance funds.
 - (b) The need for effective asset provision and maintenance, including play area provision and maintenance costs, seating, litter and dog waste bin provision and maintenance of indoor fixtures, furniture and fittings.
 - (c) All buildings and structures, including open spaces, should be regularly inspected. There is a duty on the Council to take reasonable steps to ensure that members of the public using the property are reasonably safe in so doing. Performance of this duty necessarily involves regular inspections. Specialist inspections of some property may be necessary and, where appropriate, will be entrusted to qualified experts.
 - (d) The need to keep proper records of all movable property and to carry out regular inspections, repairing or replacing as necessary.
- 6.9 The Board is responsible for organising and managing all under-lettings, including tenant liaison and rent collection arrangements.
- 6.10 The Board is responsible, through designated staff, for administering and accounting for running costs, including lease rental, utility costs, rates, insurance premiums, trade waste, litter bin emptying, pest control, health and safety measures (e.g. smoke alarms, fire extinguishers, risk assessments etc) and security costs relating to Bromham Mill.
- 6.11 The Board is responsible, through designated staff, for organising and monitoring of contracts for the provision of services to ensure the highest standard is maintained for the duration of each contract.
- 6.12 The Board is responsible for effectively marketing and promoting The Mill.

- 6.13 The Board is responsible for all aspects of event management relevant to the Bromham Mill venue and for undertaking the necessary risk assessment as part of the event planning process.
- 6.14 The Board, on behalf of the Council must be confident that whenever it spends money:
- It has legal power (it is not acting beyond its powers)
 - It follows sound and established procedures
 - It does not take unnecessary risks
 - Transactions are transparent
 - Councillors conform to standards in public decision-making.
- 6.15 The Board, through the appointment of one or more of its Members, shall represent the Council on the Friends of Bromham Mill Management Committee.
- 6.16 The Board shall be responsible for obtaining all necessary consents, including planning consents, for specific uses and activities intended at the Mill in accordance with the Business Plan or other document articulating the strategic direction for the Bromham Mill Complex

7. Reporting Procedures

- 7.1 The Chairman shall be responsible for bringing forward a Progress Report to the Council meeting following the Board Meeting to update Council on the activities of the Board and its current and planned work programme.

Adopted by:	Parish Council
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