

## BUILDING & ESTATES COMMITTEE

The next meeting of the Building & Estates Committee will be held in the Apuldram Room, Brinsbury Campus on

Thursday 11 September 2008 at 3.30pm

### A G E N D A

1. Apologies for Absence

2. Architect's Report

*Hawkins Brown will give an update on their developing approach to the design aspects of the project.*

3. Tour of the Brinsbury Campus

*A brief tour of the Brinsbury Campus will take place to view the site of the proposed development.*

4. Project Manager's Report

*The monthly progress report prepared by AYH is attached for information. AYH will report further.*

(White)

5. Chairman 2008-09

*To appoint a Chairman for the year to 31 July 2009*

Members are reminded that they have a personal responsibility to declare any interests they may have in items under discussion and to withdraw from the meeting during such discussions. To enable business to be conducted expeditiously it will be assumed that Members have read all papers presented with the Agenda. To further this aim Members are encouraged to seek clarification or additional information where necessary via the Clerk in advance of the Meeting.

6. Vice-Chairman 2008-09

*To appoint a Vice-Chairman for the year to 31 July 2009*

7. Minutes

a) *To confirm the minutes of the meeting held on Thursday 22 May 2008* (White)

b) *A schedule on progress of actions agreed at the last meeting of the Committee is attached for information* (Green)

c) *Other Matters Arising*

8. Membership of the Committee

*The membership of the Committee for 2008-09 is as follows:*

*Mr Patrick Green      Mrs Angie Hobson  
Mr Robin Macmillan   Mr Nick O'Brien  
Mr John Goble        Dr Richard Parker  
Mr David Hazelden    Miss Frances Russell (Ex officio)  
Mr David Hett (Ex officio)*

9. Terms of Reference

*To review the terms of reference of the Committee. To assist members a report is attached incorporating a copy of the current terms of reference together with a schedule reviewing matters considered by the Committee over the past two years.* (Cream)

10. Annual Business Plan

*A schedule is attached for consideration indicating the annual plan for the business of the meeting. It is based upon known items of business that will normally occur during the year.* (Yellow)

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11. Consultancy Firm Costs

*A breakdown of consultancy firm costs to date is attached for information.*

(Pink)

12. Date of Next Meeting

*The date of the next meeting is Thursday 2 October 2008 at 4.00pm. The dates of all meetings for the remainder of 2008 and for 2009 are attached.*

(Blue)

13. Any Other Business

*To consider any other items of business which have been notified to the Clerk to the Governing Body in advance of the meeting.*

14. Review of the Business of the Meeting

*Members of the Committee are invited to consider whether any items of business before the meeting might have been dealt with in a different or more appropriate fashion.*

15. Confidential Items

*Confidential items are included under Part II of the Agenda.*

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