

The Community Hub Working Group (Residents)

Terms of Reference

Type of Group

This Group reports to the Community Projects Committee of Stantonbury Parish Council. As such it is advisory only.

Purpose

This committee is obligated to ensure the running of The Community Hub is such that the needs of the Parish community are being met in terms of providing a facility that serves a wide range of social and community interests.

To represent all areas of the community with respect of The Community Hub's use.

The Group's primary obligation is to make recommendations to the Community Projects Committee of the Parish Council and ensure those recommendations are fully considered and are acted or report on.

Scope

The Scope of the Group is:-

- To review the overall use of the facility and identify where it is failing to be fully utilised.
- To identify where additional activities (Social and Sports) can be embraced to improve usage.
- To review the statutory obligations that need to be met in running The Community Hub.
- To review the financial strength and health of The Community Hub.
- To notify the Parish Council or the Community Projects Committee of any issues detrimental to the safe or successful running of The Community Hub.
- To ensure the level of staffing meets the obligation of The Community Hub as a social hub.
- To be consulted when the Parish Council requires to make a material change to the running of The Community Hub or its fabric.
- To provide support on a voluntary basis on the running of The Community Hub.

Authority

The authority of the Group is delegated by the Parish Council. This authority is as follows:-

- To make decisions related to recommendations to the Community Projects Committee (Parish Council). These must be through majority vote with a minimum Quora of one (2) Parish Councillors and two (2) community representatives one of which must be the chair.
- To hold an annual meeting of the Working Group in June of each year, at The Community Hub, open to the public.
- To elect annually a chair and vice chair of the group. This cannot be Parish Councillors.
- To consider applications to join the Group.
- To set annually the frequency of Group meetings.
- To bar, exclude any person causing disturbance or damage to The Community Hub, its staff, other users of the facility.

- To approve external service providers (within the Parish Council procurement provisions).
- To ensure the terms and conditions of hiring The Community Hub are followed.

Make recommendations to Council as follows:

- To recommend or not for the application for a liquor licence.
- To recommend the purchase of assets for The Community Hub. (Equipment)
- To recommend budget items.
- To Recommend costs of hiring The Community Hub, discounts, large group hiring etc. Such that The Community Hub remains profitable for the year.

Group Members

Members of the Group will comprise the following:

- Two Parish Councillors.
- One member representing each of the following residential areas
Bradville, Bancroft, Bancroft Park / Blue Bridge, Stantonbury / Linford Wood, Oakridge Park.
- Any resident may apply to be part of the Group (See application form).
- Applications must be supported by 2 letters of recommendation from residents (not related nor at the same address) within their residential area.
- The Community Project Committee will interview candidates where more than one application is received from a residential area.
- Parish Council employees and their relatives may not be part of the Group.
- The elected residents, family, or associates cannot have any pecuniary or personal interest in the running of The Community Hub or participation of the Working Group.
- All members must have a Disclosure and Barring Service check (DBS).
- The minimum age of membership for this Group is 16 years of age.
- Type and number of members, how members are appointed, how the chair and co-chair are appointed and a list of members (Name and functional role).

Reporting

After each meeting the Group will submit minutes of the meeting to the Proper Officer of the Parish Council within 14 days.

Group members are invited to join the Community Project Committee as guests.

Resources and budget

Notwithstanding the setting of hiring costs, overall budgetary matters will be within the Parish Council financial system.

All procurement will be through the Procurement system of the Parish Council.

A subset of accounts related to The Community Hub will be provided to the Group in April each year.

Budget requirements will be provided by the Group to the responsible financial Officer and set by October 31 each year.

These terms of reference will be reviewed every two years at the annual meeting.