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COMMUNITY HUB COMMITTEE

TERMS OF REFERENCE

Signed: **J. Kite**
The Chair of Community Hub Committee

Date: **19.10.2023**

Signed: **C. Northwood**
The Chair of Stantonbury Parish Council

Date: **15.11.2023**

Document History

Created by Clerk	10/07/2023
Reviewed and agreed by Community Hub Committee	13/09/2023
Reviewed and adopted at Main Meeting	20/09/2023
Deferred back to Community Hub Committee and approved	19/10/2023
Reviewed and adopted at Main Meeting	15/11/2023

Community Hub Committee Terms of Reference

Purpose: To promote the use of the Hub as a centre for use by local people, organisations and businesses. To ensure the Hub is an accessible, safe location. To encourage use of the Hub for activities aimed at increasing community links and overcoming social isolation.

Quorum:

5 Parish Councillors to be appointed annually at the Annual Council Meeting. The quoracy of the Committee shall be no less than 3 members.

Chair:

The Chair is to be elected by the Community Hub Committee at their first Meeting following the Annual Council Meeting.

Meetings:

At least 6 meetings a year at the Parish Council Office on a weekday on dates to be agreed by the Committee or as requested as per the Chair of the Committee.

Duties:

- To ensure the efficient operation and management of the Hall, including to consider health and safety issues in relation to the use of Hall.
- Review Booking Conditions and Use of Hall.
- Review charges on an annual basis.
- Liaise/consult with hirers/users of the Hall.
- Review security of the building.
- Arrange publicity and marketing.
- Review budget on a regular basis including income and expenditure.
- Make recommendations to the full Council.

Delegated Powers

- Committee to have delegated powers for all the above items.
- Committee to have a budget allocated annually.
- Authorised to spend up to £5000.

Meeting Requirements

- a) All members of the Committee are to take relevant training.

Councillors wishing to resign from a Committee must do so by notifying the Clerk.