

Document No: CHC220524



COMMUNITY HUB COMMITTEE TERMS OF REFERENCE

Signed: **K. Smith**
The Chair of Stantonbury Parish Council

Date: **22.05.2024**

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
Reviewed and amended by the Clerk	03/05/2024
Reviewed and Signed by Full Council	15/05/2024
Reviewed and Signed by Full Council	22/05/2024

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. A councillor could act as a back-up with voting rights on behalf of another councillor¹.

Chair:

The Chair is to be elected annually by the Community Services Committee at the Annual Council Meeting. If the Chair of the committee is absent from a meeting a councillor as chosen by the councillors present at the meeting shall preside at the meeting².

Meetings:

Minimum of 6 meetings a year at the parish council premises on a weekday on dates agreed by the council³. The Chair of the committee may convene an extraordinary meeting at any time⁴.

Duties:

- To advise and make recommendations to Full Council on any matters affecting the Community Hub.
- To work with the community to provide a well-managed and cost-effective Community Hub.
- To review the Community Hub 'Terms and Conditions of Hire' and make recommendations to Full Council.
- To ensure the efficient operation and management of the Hub, including to consider health and safety issues in relation to the use of the Hub.
- Review charges on an annual basis.
- Liaise/consult with hirers/users of the Hub.
- To advise staff with publicity and marketing requirements.
- With regards to the forecast, the committee shall formulate and submit proposals for the following financial year to the council not later than end of November each year including any proposals for revising the forecast.

Delegated Authority

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

¹ Standing Order 4.d.v

² Standing Order 4.d.vi

³ Standing Order 4.d.ii

⁴ Standing Order 6.c

- a) **For decisions on behalf of the parish council:** Concerning the detailed operation and management of the committee and relationship with the community but excluding final decisions on:-
- The budget.
 - Agreeing what projects will be undertaken if exceeding the expenditure limit.
- b) **To incur expenditure on behalf of the parish council:** On projects that have already been agreed by the council up to the agreed revenue budget and excluding any items incurring capital expenditure and in accordance with Financial Regulations.
- c) **Expenditure:**
Committee is authorised to spend up to £5,000.

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.