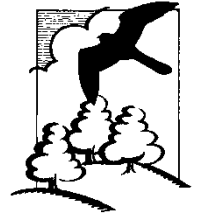


**TERMS OF REFERENCE FOR THE  
COMMUNITY SPORTS CENTRE COMMITTEE**



**A. DELEGATION FROM THE COUNCIL**

Under the powers of the Local Government Act 1972 s.101 (Discharge of Functions) these Terms of Reference were agreed by the Parish Council at its meeting on **4<sup>th</sup> May 2021**

**B. MEMBERSHIP**

This Committee shall consist of six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Parish Council.

**C. PROCEDURES**

- i) The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders and Financial Regulations.
- ii) At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall elect a Chairman and a Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- iii) The Committee will submit its minutes to be received at the next meeting of the Parish Council.
- iv) The Committee will submit a budget to the Council for the forthcoming financial year not later than the end of December each year.
- v) The Clerk to the Council shall provide administrative support for the Committee.

**D. FREQUENCY OF MEETINGS**

- i) The schedule of meetings shall be agreed at the Annual General Meeting of the Parish Council.
- ii) The Committee shall meet on Bi-monthly or as required at 19:45hrs unless varied by agreement of the Committee.

**E. COMMUNITY SPORTS CENTRE COMMITTEE FUNCTIONS**

The Committee shall:

- i) Undertake on behalf of the Council all matters associated with the community sports centre.
- ii) Authorise works in accordance with Financial Regulations and within previously agreed budgets.

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- iii) Consider tenders and seek approval from Council to appoint at each stage of the project.
- iv) Keep an updated project plan and risk register
- v) Liaise with the project manager, architect, consultants and contractors as required
- vi) Deliver the Community Sports Centre
- vii) Report their activities to the Council since the previous meeting.
- viii) Place their recommendations (if any) with written reports on non-delegated functions before the Council for approval.

### F. POWER AND DUTIES OF COMMITTEES

1. The acts and proceedings of every Committee shall be submitted to the Council for confirmation except where a Committee acts under powers delegated to it by or with the authority of the Council, when its act and proceedings shall be submitted for report only, although a minute may be "not received" as a mark of disapproval.

2. All powers listed in the terms of reference are delegated to the Committees except where there is a requirement to submit a recommendation to the Council. All delegated powers shall in any event, be subject to the condition that either a major departure in policy or principle or any major formulation of new policy or principle which would affect the use of the Councils resources or conflict with the provisions of a Councils policy plan shall be submitted to the Council. In all cases a committee exercising its delegated powers shall act in accordance with Standing Orders and Financial Regulations and shall give effect to any resolution of the Council upon matters of policy and principle but in case of doubt or difficulty, shall submit the matter concerned to the Council for approval.

3. In addition to any matters which are specifically delegated from time to time to any committee there shall be delegated subject to any statutory requirement, scheme or order, the following powers:-

- i) to authorise any urgent steps to be taken to defend any proceedings instituted against the Council in any court including the briefing of Counsel, payment of monies into court and settlement of actions upon such terms as may seem advisable;
- ii) to appoint representatives to attend annual conferences so long as provision in estimates is not exceeded.

### COUNCILS STANDING ORDERS IN RELATION TO COMMITTEES

The Council Standing Orders apply to all Committees.