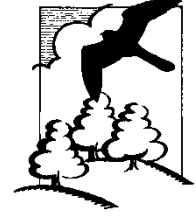


**TERMS OF REFERENCE FOR THE  
COMMUNITY AND SPORTS CENTRE COMMITTEE**



**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 21<sup>st</sup> February 2022.

**B. MEMBERSHIP**

This Committee shall consist of no less than three and up to six Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Parish Council.

Councillors not elected onto the Committee can attend the Committee meeting as a member of the public or ask the Committee Chairman to speak on a specific agenda item/s at least one day in advance of the meeting.

Non- Councillors can be elected on to the Committee by a majority of the Committee. Non-Councillors do not have voting rights.

**C. PROCEDURES**

- I. The Committee will operate in accordance with the Council's latest, adopted Standing Orders (especially in relation to the procedures of meetings) and Financial Regulations (especially in relation to the Sections 10 and 11, to manage budgets delegated to the committee by Council)
- II. At the first meeting of the Committee a Chairman and a Vice Chairman shall be elected for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- III. The Chairman shall liaise with Council Officers to ensure the Committee works within the Council's latest Standing Orders, Financial Regulations and Policies.
- IV. The Committee shall consider reports using the agreed standard reporting format and will submit its minutes to the next meeting of the Parish Council.
- V. The Committee will consider a budget in September each year (income, expenditure / projects) and submit a draft budget to the Council for discussion in October each year. Then submit their proposed final budget to Council not later than the end of November each year.

- VI. The Clerk or RFO of the Council shall provide administrative support for the Committee.

#### **D. FREQUENCY OF MEETINGS**

- i) The schedule of meetings shall be agreed at the Annual Meeting of the Parish Council.
- ii) The Committee shall meet as per published meetings schedule unless varied by agreement of the Committee.
- iii) The Committee can set up Sub-Committees or Task and Finish Group of two or more Councillors to research, investigate a specific issue. They do **NOT** have any decision making powers and must report back to the Committee.

#### **E. COMMITTEE FUNCTIONS**

The Committee shall have responsibility for and focus on the following functions

- I. Deliver on behalf of the Council all matters associated with the Community and Sports Centre (Public consultation, Football pitch improvements / drainage, car park extension, new KGV playground, new building and parking.)
- II. Keep an updated project plan and risk register
- III. Liaise with the project manager, architect, consultants and contractors as required
- IV. Quarterly budget monitoring report for CSC functions to the Council
- V. Report their activities since the previous meeting to the Council
- VI. Place their recommendations (if any) with written reports on non-delegated functions before the Council for approval.