

## Terms of Reference Community & Leisure Facilities Committee

### 1 Membership

- a) Membership is 7 members of the Parish Council, including Chair and Vice Chair “ex-officio”
- b) Membership of the Committee shall be determined at the Annual Meeting of the Parish Council and subsequent Parish Council meetings if the need arises.
- c) The Committee shall appoint a Chair by election from members of the Committee at the first meeting in any Council year
- d) The Committee can co-opt up to 7 ad-hoc members from current and potential users of the Parish Council facilities; co-opted members do not have a vote’
- e) Councillors not on the Committee but wishing to attend may do so BUT do not have a vote

### 2 Quorum

The quorum necessary for the transaction of any business shall be 3. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned and business not transacted shall be transacted at either the next Parish Council meeting or the next meeting of the Committee.

### 3 Frequency of meeting

The Committee shall normally meet monthly, as per the calendar of public meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chair shall require:

- a) at least one meeting per quarter shall be called to draft the Committee’s quarterly report to the Parish Council, including advance notice of any strategic projects it is considering that may require finance and/or approval of the Parish Council
- b) at least one meeting shall be called to draft the Committee’s annual report to the Parish Council

### 4 Notice of meetings

#### a) ordinary meetings

The Parish Clerk shall call an ordinary meeting of the Committee at such time as agreed by the Committee or the Committee Chair. Agenda shall be available (published on website and all four Parish Council Notice Boards) at least 5 clear days prior to the committee meeting and supporting statements available (published on website) at least 3 clear days prior to the Committee meeting.

#### b) extra ordinary meeting

An extra ordinary meeting can be called by the Chair or two Parish Councillors in writing specifying the agenda item to be discussed. The Clerk must then call the meeting within 14 days publishing the agenda at least 5 clear days before the meeting date.

### 5 Minutes of meetings

Every meeting of the Committee shall be minuted and the minutes formally agreed by the Committee at its next meeting. The draft minutes shall be published (clearly marked “draft, subject to amendment”) on the website normally within 3 working days and a copy sent to the Cottenham Library also within 3 working days.

## **6 Areas of responsibility**

The Community & Leisure Facilities Committee has delegated authority to:

- a) develop a 4-year strategic framework, reviewed at least annually, for desirable improvements to leisure, recreation and sports facilities within the village
- b) consider and make representations to the appropriate authorities on any matter or document that may affect the Parish from a leisure, recreation or sport perspective
- c) review annually the rent and/or fees for hiring out Parish Council-owned rooms and/or grounds
- d) ensure all hirers and lessors of Parish Council-owned rooms and/or grounds have written contracts, based on templates provide by Finance, Legal and Administration Committee, in place before the relevant event
- e) discuss, review (at least annually) and manage the safe and cost-effective operation of all Parish Council owned or managed equipment, facilities and land
- f) discuss, review (at least annually) and manage provision of allotments
- g) prepare an annual bid for consideration by the Finance, Legal and Administration Committee for precept assessment process
- h) review every request for ad-hoc hiring of Parish Council-owned rooms and/or grounds, rejecting any which appear to present an unacceptable risk of disruption or damage to Council assets or reputation, even where this is covered by insurance. This review can be delegated to the Clerk for low risk events (during daylight hours and involving no more than 40 people, including at least 4 adults) for which standard contract terms apply, provide these are reported to the next Committee meeting.
- i) review every request for discounted hiring of Parish Council-owned rooms and/or grounds by a registered local charity; such discounts must not reduce the hire fee below actual costs involved in opening, operating and securing the hired facility.

## **7 Delegation of powers**

- a) For convenience in cases where an urgent response is required to areas delegated to this Committee, the Chair of the Committee together with one other person serving on the Committee and the Clerk may prepare and submit a representation on behalf of the Parish Council without referring to the Parish Council, provided a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.
- b) Noting emergency financial delegation policy for the Clerk, the Chair of the Committee and Clerk together with one other person serving on the Committee may approve spending, up to £1,000 plus VAT in a quarter, on professional advisory services without referring to the Parish Council, provided that the Committee and Responsible Financial Officer (RFO) are notified, and a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.
- c) When authorised by a Committee vote, the Committee may approve spending, up to 25% of the budget in a quarter on a delegated maintenance line item or approved project without referring to the Parish Council, provided that the Responsible Financial Officer (RFO) is notified. In addition, any funds donated by third parties for a specific purpose within CALF's scope can be applied in addition.

## **8 Precedence**

The Parish Council's adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.