

St Nicholas-at-Wade with Sarre Parish Council
Bell Meadow Pavilion Committee
Terms of Reference

Approved by Full Council – 13 October 2020

Introduction

Legislation permits a council to delegate the performance of its statutory and legal responsibilities to a committee. When a council delegates its responsibilities to a committee, they are acting for and on behalf of the council. The statutory authority for a delegation is found in section 101(1) of the Local Government Act 1972.

The appointment of a committee must be made by full council and confirmed by resolution. The council must decide by resolution, the nature, scope and responsibilities (terms of reference) that it is delegating.

1. Objective

- 1.1.** The Bell Meadow Pavilion Committee (BMPC) looks after the on-going maintenance of the Pavilion and any associated work in the surrounding area and the development and funding in connection with the refurbishment of the Pavilion and any associated work in the surrounding area.
- 1.2.** Ensuring that, as far as possible, the Bell Meadow Pavilion offer value for money to the residents of St Nicholas-at-Wade and Sarre. This includes making recommendations to the Parish Council for increases in hire fees and local fundraising.

2. Membership

- 2.1.** The Committee shall consist of at least **one** Councillor.
- 2.2.** The Committee may, at its discretion, invite non-councillors onto the Committee whose knowledge and expertise will be beneficial to the Committee. S 102(3) of the LGA 1972 provides that a local council can appoint persons who are not its members to committees unless they have been disqualified pursuant to s.104 of LGA 1972. A non-councillor cannot sit on a committee if he or she holds any paid office or employment to which he has been appointed by the council.
- 2.3.** The Chairman of the BMPC will be elected at the first meeting of the Bell Meadow Pavilion Committee in each new parish year (May – April). If the Chairman is unable to attend a committee meeting, the members present will agree the chairman for that meeting from one other in attendance.
- 2.4.** The Quorum for a meeting will be a minimum of four members one of which must be a Parish Councillor.

3. Meetings

- 3.1.** The Committee will meet as deemed necessary.
- 3.2.** Representatives from other user groups may wish to attend committee meetings and will be given the opportunity to speak on matters of concern to them, as will members of the public. All are very welcome to attend. Time is normally allowed on the agenda for public participation.
- 3.3.** The meetings of a committee are subject to some of the statutory requirements that apply to a meeting of full council.
- 3.4.** The meetings must be open to the public pursuant to the provision of s1(1) of the 1960 Act. However, the public may, under s 1(2) of the Act, be excluded for the whole or part of a meeting if it resolves that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- 3.5.** When the public attend meetings, they have no right to participate in them unless permission is given. It is good practice to set aside time for the public to make statements and ask questions. This session should be included as an item on the agenda and is managed by the chairman of the meeting.

4. Voting

- 4.1.** The Councillors' Code of Conduct will apply to all members of the Committee.
- 4.2.** The conduct of the meetings (declarations of interest, debate, voting etc) will be governed by the Council's Standing Orders.
- 4.3.** Decisions will be taken by a majority vote. The chairman of the meeting has a casting vote.

4.4. Councillors not on the committee may also attend the meeting and may join in the discussions but cannot vote at the meeting.

5. Rights and Powers

5.1. The Committee will have limited delegated powers to:

5.1.1. spend up to the limit of its designated budget heading or make a virement amongst them.

5.1.2. Make recommendations to the Council for consideration and approval

5.1.3. Take action on behalf of the Council on the matters specified in 6.3

5.2. The Committee may delegate actions to employees, to be carried out in consultation with the Full Parish Council.

6. Responsibilities

As with all committees the BMPC is subject to the Parish Council Financial Regulations and works within the regulations set out in the St Nicholas-at-Wade with Sarre Parish Council Standing Orders.

6.1. The Committee is responsible for the production of written estimates of the proposed expenditure by the Committee, for submission to the Full Council for approval.

6.2. The Committee is responsible for drawing up funding applications for approval by Full Council, prior to submission by the Parish Clerk.

6.3. The Committee is to take action on behalf of the Council on the following:-

- On-going maintenance at Bell Meadow Pavilion and the surrounding site area to ensure the provision of safe and well maintained facilities for the community use
- To ensure that regular risk assessments and health and safety checks are carried out in line with current legislation

6.4. When recommending undertaking a new activity/event/service provision to St Nicholas-At-Wade with Sarre Parish Council, the Committee will provide an assessment of potential risks/benefits and estimated cost of the undertaking.

6.5. Manage and administer sports and social activities in Bell Meadow and The Pavilion on behalf of the Parish Council including the organisation of events and hiring out of facilities.

7. Training

7.1. Members of the Committee are encouraged to attend training as appropriate for the Bell Meadow Pavilion Committee.

8. Governance

8.1. The BMPC will be an agenda item at Parish Council meetings following any BMPC meeting.

8.2. As with all Parish Council committees, the date time and venue of committee meetings must be published at least three clear working days (excludes weekends) before the meeting. Relevant actions that take place between meetings and any updated information are provided via reports to full Parish Council meetings.

8.3. The minutes of a meeting must record the decisions made at the meeting and be made available to the public. The signed minutes of a committee meeting must be kept in a minute book.

Sara Archer – Parish Clerk