

DALTON PARISH COUNCIL – SUNNYSIDE COMMUNITY CENTRE COMMITTEE

TERMS OF REFERENCE

ADOPTED ON 21st September 2023

MINUTE NUMBER 6292

Membership – Members 8

(To be elected annually at the Annual Meeting of the Parish Council each year)

- Sunnyside Community Centre Committee is to consist of **8** including 4 councillors and 4 volunteers from user groups of Sunnyside CC who are eligible to hold office. The qualifications and disqualifications are contained in the Local Government Act 1972, Sections 79 & 8. There is to be no more than one representative per user group on the committee.
- The Chairman and Vice-Chairman (if one is elected) are to be elected annually by the committee at the first meeting after the Annual Council meeting of Dalton Parish Council and shall hold office until the next Annual Council meeting

Membership

Councillors: R Gleadhall, M Gleadhall, D Pickering and C Malia

Volunteers: Mr B Palliser, Mrs J Perkins – 2 vacancies

QUORUM: 3 however it must include at least 2 Councillors

Voting Rights: All members of the committee including non-council members

Power to Spend

Up to £2,000.00 anything above this figure must be referred to Full Council.

Cheques and other orders for payment must be signed/authorised by signatories on the bank account.

Accountability

The Sunnyside Community Centre Committee has delegated powers to act on behalf of the Parish Council in relation to the defined terms of reference only; any recommendations outside the Sunnyside Community Centre Committee's terms of reference shall be made to the Parish Council.

Meetings

The Parish Clerk will summon members to attend the Sunnyside Community Centre Committee meeting on a quarterly basis. Meetings will be held in the Sunnyside Community Centre or Dalton Parish Hall (subject to availability and will be specified on the agenda papers) and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

Documentation

Minutes of this meeting will be recorded and brought back to this committee to be ratified before being presented to the Parish Council. All resolutions and recommendations to the Parish Council shall be recorded in the minutes of the meetings.

Scope

- The committee shall carry out lawful decision making within the guidance of the terms of reference in order to effectively manage the day-to-day activities/running of the centre.
- To approve expenditure within the allocated budget.
- To consider concession requests for hire of the centre, subject to the concession being no less than 50% of hire fee.
- To review the charges for the centre annually and make recommendations of any amendments in hire fees to Full Council annually.
- To consider any item delegated by Full Council.
- To ensure all health and safety requirements for the centre are met.
- To consider any matter of an urgent nature in relation to the centre

Review

The Sunnyside Community Centre Committee's terms of reference are to be reviewed each and every year at the Annual Council meeting.