

Rendlesham Community Centre Charity (Charity number 1125733) Committee:

Terms of Reference

1. Purpose and Objectives

The **Rendlesham Community Centre Charity Committee** (hereafter referred to as "the Committee") is established by Rendlesham Parish Council to oversee and manage the operation and development of the community centre located at 31 Walnut Tree Avenue, IP12 2GG

The Committee's primary objectives are to:

- Oversee the day to day Operations of the Community Centre
 - Ensure the efficient and effective operation of the community centre for the benefit of the local community
 - Maintain financial sustainability by managing budgets, income, and expenditure
 - Oversee the scheduling and use of the community centre's facilities, ensuring they are accessible to a wide range of local groups and activities.
 - Organize and promote community events and programs
 - Maintain and improve the facilities, ensuring they meet the needs of users.
- Provide Governance to the Community Centre Charity to meet its obligations as a Charity.
 - To guide the Council in its role as a corporate trustee
 - To act in the best interests of the Charity
 - The production of accounts, and returns to the Charities Commission as required
 - Oversee the scheduling and use of the community centre's facilities, ensuring they are accessible to a wide range of local groups and activities
 - Organize and promote community events and programs
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2. Membership

- **2.1 Composition:** The Committee will consist of at least 4 Councillors and additional members, as required:
 - Additional members may be appointed to assist in Committee activities but will not carry voting rights within the committee.
- **2.2 Appointment of Members:**
 - Councillor Committee members will be appointed by the Parish Council at the Annual Meeting of the Parish Council (usually in May) , with members serving for one year, unless otherwise agreed by the council.
 - Additional (Non Councillor members) shall be appointed as an internal process by the Committee.
- **2.3 Chair**
 - The **Chair** will be elected from within the Committee and will be responsible for leading meetings and decision-making processes.

3. Responsibilities

The Committee is responsible for the following:

3.1 Operational Management

- Managing the daily operations of the community centre, including the booking of facilities, scheduling events, and coordinating user groups.
- Ensuring the health and safety of the building and its users, and complying with all appropriate legal and regulatory requirements.

3.2 Financial Oversight

- Managing the financial budget for the community centre, ensuring that income (e.g., from bookings, events, fundraising) is properly allocated to cover expenses such as utilities, maintenance, and staffing.
- Approving expenditure in accordance with the delegated authority set by the parish council.
- Preparing financial reports for the parish council, including monthly or quarterly statements and an annual report.

3.3 Maintenance and Improvements

- Overseeing routine maintenance and ensuring the centre is clean, safe, and in good working order.
- Identifying the need for improvements or upgrades to the building and seeking agreement from the Parish Council for major works or expenditures.

3.4 Event and Program Organization

- Organising community events, programs, and activities to promote engagement and use of the facility.
- Coordinating with local groups to support their activities within the centre.

3.5 Staffing and Volunteers

- Overseeing the recruitment and management of staff and volunteers who assist with the operation of the community centre.
- Setting staffing requirements within the budget and ensuring that roles and responsibilities are clear.

3.6 Reporting and Accountability

- Reporting regularly to the parish council, in the Council's role as corporate trustee providing updates on finances, operational issues, and key activities.
- Ensuring transparency in decision-making processes and financial management.

4. Meetings

- **4.1 Frequency:** The Committee will meet as required to carry out its responsibilities with at least 4 meetings being held per year.
- **4.2 Notice of Meetings:** A minimum of 5 days notice will be provided to all members before a scheduled meeting.
- **4.3 Agenda:** An agenda will be circulated before each meeting, highlighting the key issues to be discussed.
- **4.4 Minutes:** Minutes will be taken at all meetings and circulated to members and the parish council. Minutes will be approved at the subsequent meeting.

5. Decision-Making

- **5.1 Quorum:** A quorum will be constituted by at least 3 members present, including the Chair or acting Chair delegated by the Chair in their absence
- **5.2 Voting:** Decisions will be made by majority vote. In the case of a tie, the Chair will have the casting vote.
- **5.3 Delegated Authority:** The Committee will operate and manage the funds in its own accounts within the scope of authority delegated by the parish council, as outlined at appendix A. Major decisions or those outside the Committee's remit must be referred to a full Parish Council Meeting for approval.

6. Sub-Committees

- The Committee may establish sub-committees to address specific tasks, such as fundraising, maintenance, or event planning. Each subcommittee will report back to the main Committee on progress and outcomes.

7. Reporting to the Parish Council

- The Committee will provide regular reports to the parish council, detailing:
 - Financial performance and budget updates
 - Significant decisions and activities
 - Issues requiring council input or approval
 - Proposals for new projects or improvements

8. Review of Terms of Reference

- The Terms of Reference and delegated powers as detailed in Appendix A will be reviewed annually by the Committee and the parish council to ensure that they remain relevant and effective. The Parish Council may revise the scope of delegated powers as necessary. Any amendments must be approved by the Parish Council.

9. Dissolution

- The Committee may be dissolved by a decision of the parish council if it is deemed no longer necessary or if it fails to fulfil its objectives.
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Signatures

- **Parish Council Chair:** _____

Date: _____

- **Community Centre Committee Chair:** _____

Date: _____

Appendix A - Delegated Powers Agreement: Rendlesham Community Centre Committee

1. Introduction

This agreement outlines the powers delegated by Rendlesham Parish Council to the Rendlesham Community Centre Charity Committee for the effective management, operation, and administration of the community centre located at 31 Walnut Tree Avenue, IP12 2GG

2. Purpose

The purpose of this delegation is to ensure efficient and effective management of the community centre, empowering the committee to carry out its duties while maintaining transparency and accountability to the parish council.

3. Delegated Powers

The Community Centre Charity Committee is authorised to make decisions in the following areas:

3.1 Operational Management as per 3.1 above

3.2 Financial Management as per 3.2 above with authorised expenditure up to a limit of £500 without requiring further formal approval from the Committee. This “Out of Committee” delegation applies to “Emergency” actions only (eg “Flood/ major equipment failure etc”). Any expenditure above this amount or outside of an 'Emergency' must be approved by the Committee.

3.3 Maintenance and Improvements as per 3.3 the committee has the power to authorise routine maintenance and repairs to ensure the building remains in good condition. The committee may initiate minor upgrades or refurbishments, with a cost limit of £1000. Major capital projects must be notified and agreed with the Parish Council.

3.4 Event Management as per 3.4 above

3.5 Staffing and Volunteers as per 3.5 above

4. Reporting and Accountability

- **Reports to the Parish Council:** The committee shall provide written reports provide written reports to each full meeting of the Parish Council, detailing the financial position. any key activities and any issues requiring the council attention or intervention
- **Annual Review:** The parish council will conduct an annual review of the delegation agreement and may revise the scope of delegated powers as necessary.

5. Limitations on Delegated Powers

- **Policy Changes:** The committee may not change existing policies regarding the use of the community centre without approval from the parish council.
- **Significant Decisions:** Any decision deemed significant or controversial (e.g., significant facility alterations, or legal matters) must be presented to the parish council for consideration and approval.