



## Village Centre Subcommittee Terms of Reference

Agreed by Full Council – November 8<sup>th</sup> 2023

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                    |               |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------|---|
| <b>Number of Councillors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           | 4                                                                                  | <b>Quorum</b> | 3 |
| <b>Officer attendance</b><br>(advisory – no voting rights)                                                                                                                                                                                                                                                                                                                                                                                                             | Parish Clerk<br>Head Groundsman                                                    |               |   |
| <b>Meeting regularity</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              | Quarterly – date and time of each meeting to be arranged at the preceding meeting. |               |   |
| <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                    |               |   |
| <ol style="list-style-type: none"> <li>1. All meetings to be convened with agendas and minutes.</li> <li>2. Invited guests and representatives may attend meetings for input and consultation as deemed necessary.</li> <li>3. Non-committee members of the council may attend meetings but do not have voting rights.</li> <li>4. Minutes of Village Centre Subcommittee will be included in amenities committee agendas to keep all councillors informed.</li> </ol> |                                                                                    |               |   |

### Purpose of this Subcommittee

This subcommittee including staff ensure the centre is being managed and run effectively. The parish clerk is responsible for managing the hall. This subcommittee will make recommendations to the amenities committee on items such as:

1. The letting of the centre.
2. Updating the terms of the hire agreement and policies regarding the centre.
3. Management of the site.
4. Making recommendations to the Amenities Committee regarding the medium/long-term development of the premises. Subject to the Amenities Committee being in agreement, the recommendations can be taken to full council so that appropriate financial planning can be put in place. This includes the consideration of more renewable and efficient energy options for the Village Centre such as heating, lighting, cooling and water usage.
5. Quarterly meetings will include an inspection to check the appearance and condition of the premises and their immediate surroundings, ensuring that they are:
  - clean and tidy;
  - in good decorative order;
  - in a good state of repair;
  - secure;
  - free of any obvious and significant health & safety hazards;
  - maintained in accordance with the terms and conditions of the premises licence;
  - used by hirers in accordance with the terms and conditions of hire.
6. The subcommittee's areas and subjects of responsibility have budgetary allocations which are set annually by the amenities committee and subsequently approved by the full council. Any additional proposed expenditure not met by this requires the subcommittee to make recommendations to the amenities committee for consideration. If the amenities committee accept the recommendation, it will be taken to full council for final approval.

Note: Day to day administration/management of the site is conducted by council officers and grounds staff.