



WEST DEAN
PARISH COUNCIL

THE WEST DEAN CENTRE

The Parish Office, High Street, Bream, Gloucestershire, GL15 6JW

CONSTITUTION AND TERMS OF REFERENCE FOR THE WEST DEAN CENTRE MANAGEMENT COMMITTEE

1 INTRODUCTION

- 1.1 West Dean Parish Council has purchased the Centre from the County Council and is the sole owner of the freehold.
- 1.2 West Dean Parish Council desires to provide facilities for Community activities, particularly for the parishioners of West Dean Parish.
- 1.3 West Dean Parish Council has delegated management of the Centre to a Management Committee. The Management Committee is a committee of the Council and the general rules and laws relating to the conduct of council business shall apply. The management powers shall be as set out in this schedule but it is hereby agreed that the Constitution and Terms of Reference may be varied as considered necessary by West Dean Parish Council in order to ensure its objectives and financial requirements are met.

2 MANAGEMENT OBJECTIVES

- 2.1 The aim is to maximise the use of the Centre by the public for the widest possible range of community and social activities.
- 2.2 To facilitate this aim, the Council's objective is to maintain the building to a high standard and carry out a phased programme of refurbishment to improve the quality of the facilities on offer.
- 2.3 The Management Committee shall uphold equal opportunities and work for good relations among members of the community: specifically prohibiting any conduct which discriminates or harasses on the grounds of race, gender, age, sexuality, disability and religion.

3 THE MANAGEMENT COMMITTEE

- 3.1 The Management Committee shall consist of ten members.
- 3.2 Five members who shall be elected at the Centre Annual General Meeting to serve for a term of one year but who may not vote.
- 3.3 Five Parish Councillors who shall be appointed by West Dean Parish Council to serve for a

term of four years and who may vote.

- 3.4 At their first meeting and thereafter every year the Management Committee shall elect one of their members to be Chair and another member to be Vice Chair for the same term.
- 3.5 Meetings shall be held at least six times per year at the Centre. Committee meetings must be advertised one month in advance so that the public may attend.
- 3.6 The quorum shall be five members.
- 3.7 Every question to be determined at a meeting of the Management Committee shall be determined by a majority of the votes of the members present and where there is an equal division of votes, if the person presiding at the meeting is a Parish Councillor they shall have a second or casting vote.
- 3.8 The Management Committee may co-opt up to two additional members who may assist the committee in its deliberations but who may not vote. There are no residential or membership requirements for co-opted members.
- 3.9 If any member has a personal or prejudicial interest within the ambit of the Local Government Code of Conduct he/she shall declare it.
- 3.10 If a matter of dispute arises which cannot be resolved by reference to this constitution the model Standing Orders provided by NALC and adopted by West Dean Parish Council shall apply. If the dispute still cannot be resolved, West Dean Parish Council shall adjudicate.

4 ANNUAL GENERAL MEETING

- 4.1 An annual general meeting of the Centre will be held in June of each year. The Secretary to the Management Committee shall summon the meeting giving at least fourteen days notice.
- 4.2 All registered electors resident in West Dean Parish and members of User Groups are entitled to attend and vote.
- 4.3 Electors and members of User Groups may raise any matter relevant to the Centre, discuss it and vote upon it and pass resolutions for the Management Committee and West Dean Parish Council to consider, but the meeting has no power of jurisdiction over the Management Committee or the Parish Council, merely recommendation.
- 4.4 Nominations may be made and voted on for membership of the Management Committee. Nominations can be accepted for two representatives who are members of community centre User Groups even if they are not registered electors resident in West Dean Parish. The remaining three management committee seats must be filled by registered electors resident in West Dean Parish.

5 FUNCTIONS OF THE MANAGEMENT COMMITTEE

5.1 The Management Committee shall be directly responsible for the day to day management of the centre including the following functions:-

- (i) That proper use is made of the Centre for appropriate community and social activities.

- (ii) Ensure that no nuisance, disturbance or annoyance is caused to adjoining residents.
 - (iii) Prepare and enforce rules for persons using the Centre.
 - (iv) Not permit betting or gaming to take place in the Centre without prior permission from West Dean Parish Council. There is no objection to application for an occasional licence.
 - (v) The administration of all bookings for the use of the Centre including the keeping of records for audit purposes.
 - (vi) The control of income and expenditure as per the budget prepared by West Dean Parish Council.
 - (vii) Cleaning and maintenance of the Centre (maintenance as a delegated function will include only items of day to day maintenance necessary to ensure the smooth running of the Centre).
 - (viii) Hours of use.
 - (ix) Security and access.
 - (x) Car parking and other uses of the outdoor hard surface area.
 - (xi) Application of Health and Safety regulations.
- 5.2 The Management Committee will act in a liaison and advisory capacity on the following matters affecting the management of the Centre:-
- (i) Proposals for the development of partnerships with other organisations to appropriately meet community needs.
 - (ii) Proposals for capital development and refurbishment.
 - (iii) Fixing of letting charges.
 - (iv) Appointment and dismissal of staff.
 - (v) The formulation of a lettings policy which will make the best possible community use of the Centre.
- 5.3 West Dean Parish Council members of the Management Committee will regularly update West Dean Parish Council on the affairs of the Centre.
- 5.4 The Chair, (and any other members of the Management Committee who wish to do so) will make an annual presentation to the Parish meeting to report the year's activities and discuss future developments.

6 FINANCE

- 6.1 West Dean Parish Council shall prepare annually a budget listing detailed heads of expenditure and estimated income of the Centre.
- 6.2 The Management Committee will open a Bank account in the name of THE WEST DEAN CENTRE MANAGEMENT COMMITTEE with a Bank acceptable to West Dean Parish Council.
- 6.3 Two members of the Management Committee who are Parish Councillors will sign all cheques for the payment of expenditure. Details of all cheques signed must be submitted to the committee at each meeting for ratification.

- 6.4 Records of Income and expenditure must be kept by the Secretary for audit purposes in a form agreed with the clerk to West Dean Parish Council. These shall be presented at the AGM.
- 6.5 The Management Committee must ensure that budget heads of expenditure are not exceeded under any circumstances without prior approval of West Dean Parish Council. The clerk to West Dean Parish Council will have the power to examine the accounts of the Management Committee after giving at least five days clear notice of such intention.
- 6.6 The Management Committee shall present the accounts annually to West Dean Parish Council in a format acceptable for audit purposes.
- 6.7 West Dean Parish Council shall maintain buildings, contents and Public Liability Insurance (it should be appreciated that the insurance cover described in this paragraph is to insure the Management Committee (and therefore West Dean Parish Council) against possible claims for negligence on the part of the Management Committee). Organisers of groups using the Centre should have their own Public Liability Insurance against any possible claims for negligence on the part of the organisers.
- 6.8 West Dean Parish Council will meet any deficit in the annual revenue budget up to a limit of £10,000 at 2003 prices plus inflation.

