

GNOSALL PARISH COUNCIL

Grosvenor Centre Committee Terms of Reference

Membership

The Committee shall consist of up to 8 Councillors, excluding ex-officio members. The Chairman and Vice-Chairman of Council shall be ex-officio members of the Committee. Non-Councillors may be co-opted (not to exceed the number of members minus 1).

Meetings

The Grosvenor Centre Committee will meet quarterly.

Quorum

A quorum of the committee shall consist of a minimum of three (3) committee members.

Objectives

1. To manage the Grosvenor Centre in order to provide and accommodate a range of activities and services for the benefit of the community as a whole.
2. To manage the finances of the Centre, running the Centre on a self-financing basis.
3. To ensure the centre is adequately maintained and advise the Parish Council on any developments required to fulfil the above objectives, including any future expansion considered desirable.

Duties and Functions

The Committee shall produce and maintain Minutes of all meetings and produce reports on special activities, including external discussions held in the name of the Council. The Committee shall work within the requirements of Standing Orders and Financial Regulations. All tenders, estimates and invoices for supplies or work carried out will be made in the name of the Council and submitted through the Clerk to the Council.

The Committee shall prepare the annual budget for the Centre and submit to the Resources Committee in time for its budget meeting.

Any proposals for expenditure outside of the approved budget, or expenditure on budget items where the approved tender/estimate exceeds the budget provision by more than 15 per cent shall be submitted to Council.

All income and expenditure, apart from services of the Clerk and Council Support Officer to the Grosvenor Centre, will be separately recorded and controlled. Any loans, grants carrying special conditions, or external funding will need reviewing by both the

Resources Committee and the Council. Any arrangements/agreements must not be entered into without the full authority and agreement of the Council.

The Committee shall work in close liaison with the Resources Committee to ensure smooth operation is ongoing and free from administrative hold-up.

Delegated Powers and Authority

The Committee will have delegated authority to represent the Parish Council in negotiating contracts, placing orders and making payments for items within the annual budget of the Centre approved by Council, provided that the financial procedures of Council are followed.

In exceptional circumstance, any three members of the Resources Committee may authorise expenditure which is of such urgency that it must be done at once whether or not there is any budget provided for the expenditure, subject to a limit of £2500. The Clerk shall report the action to the Council as soon as practicable thereafter.