

# **Ettington Parish Council**

## **Community Centre Governance Working Group**

### **Terms of Reference**

1. The working group will consist of a minimum of two nominated councillors and the Chairman. The clerk will attend meetings as required
2. The working group can co-opt members of the public who have specific knowledge/expertise on the subject to assist the group.
3. The working group may appoint its own chair
4. The working group may decide on the frequency and location of meetings
5. Formal agendas and minutes are not required. Notes of each meeting will be circulated to working group members. A verbal update report will be provided to the parish council as required
6. Recommendations requiring approval will be added to the agenda of the next full Parish Council meeting and decisions made in public
7. The group does not have delegated powers to make decisions on behalf of Ettington Parish Council, nor to exceed its remit and purpose as outlined without agreement of the full parish council to any changes to this Terms of Reference
8. The purpose and remit of the working party will be to :
  - i. Review the governance structure of the community centre
  - ii. Make recommendations as to any changes to the structure
  - iii. Review the ongoing financial viability of the community centre and understand the requirement of future financing, based on planned capital expenditure and repairs

***Approved January 2024***

***Minute 240117/4***