

## **TERMS OF REFERENCE FOR THE ACKWORTH QUARRIES COMMUNITY CENTRE WORKING GROUP**

These rules are supplemental to, and do not in any way override, the Parish Council's standing orders and/or financial regulations.

The Working Group must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

The Working Group will at all times work within the relevant policies of the Parish Council.

### **1. Introduction**

- 1.1. The Ackworth Quarries Community Centre Working Group shall be set up to deal with the detail of the handover and set up of a new community centre from Strata Housing who are gifting Ackworth Parish council a new building for community use.
- 1.2. At the time of writing, a dedicated staff member is assigned to oversee and manage the handover and set up of this building. The staff members job title is Project and Events Manager.

### **2. Membership of the Ackworth Quarries Community Centre Working Group**

- 2.1. The Ackworth Quarries Community Centre Working Group shall be a working group of the Parish Council Finance and General Purposes Committee.
- 2.2. The membership of the working group shall be decided by the full council.
- 2.3. The quorum of the committee shall be three.
- 2.4. The staff member referred to at 1.2 will also form part of this working group however will not have voting rights.
- 2.5. The Working group shall choose a Chair from amongst its members who must be an elected councillor.
- 2.6. The Working group shall receive secretarial support from Parish Council office staff.

### **3. Powers and responsibilities of the Ackworth Quarries Community Centre Working Group**

- 3.1. The Working Group shall be set up to expedite the handover process and start up management of the new community centre.
- 3.2. The Working Group shall consider matters that are put before it in accordance with its powers and responsibilities.
- 3.3. The Working Group shall make decisions material to all aspects of the AQCC project in accordance with its powers and responsibilities.
- 3.4. The Working Group shall make recommendations material to all aspects of the AQCC project to the F&GP committee and to the full Parish Council as appropriate and in accordance with its powers and responsibilities.

#### **4. Meetings of the Ackworth Quarries Community Centre Working Group**

- 4.1. The meetings of the Working Group shall be convened by the Chair of the Working Group.
- 4.2. The full Parish Council and the Finance and General Purposes Committee may require that the Working Group convenes to discuss a particular matter.
- 4.3. The Working Group shall meet as often as necessary as determined by the F&GP committee or the full Parish Council meeting or the Chair of the Working Group.