



## **ACKWORTH PARISH COUNCIL**

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

1. The working group will be known as Community Centres Working Group and is a working group of the Village Amenities Committee
2. The working group is appointed to deal with matters relating to the management of Low Ackworth Community Centre 'Project' and Ackworth Quarries Community Centre 'Handover' and will carry out reviews, suggest ideas to the Village Amenities Committee who will make recommendations to the Parish Council for their approval.
3. The Working Group has no powers to make decisions. Research from the Working Group are to be passed to the Village Amenities Committee for consideration and where appropriate, recommendation to Full Council.
4. The Parish Council Standing Orders will apply to this working group
5. The working group will be made up of 4 Councillors
6. The Chair and Vice Chair will be appointed by the Village Amenities Committee
7. The quorum of the working group will be 3
8. The membership of the working group will be reviewed annually by the village amenities committee.
9. The working group will meet as and when required as directed by the Chair of Village Amenities Committee or the Chair of the working group or Full Council
10. The administration staff will provide secretarial services
11. The working groups meeting report will be ratified by the Village Amenities committee for recommendations to be made to Council.

#### **TOR Specific to Low Ackworth Community Centre Project**

12. The Low Ackworth Community Centre Working Group shall be set up to deal with the detail of the funding, construction and management agreement of a new community centre at Low Ackworth Playing Fields to replace the existing building.
13. At the time of writing, two Parish Councillors are members of the Low Ackworth Community Association Committee; both attend as a formal representative of the Parish Council.



- a. The Low Ackworth Community Association may accept the two councillors referred to at 1.2 as representing their interests on the Working Group or they may choose one other named member of their committee to attend the Working Group meetings. Any non-councillor member of the Low Ackworth Community Association Committee who attends the Working Group meetings will not have voting rights.

TOR Specific to Ackworth Quarries Community Centre Handover

14. 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.
  - a. The staff member referred to at 1.2 will also form part of this working group however will not have voting rights.