

The D'Urberville Centre Management Committee – Terms of Reference

Purpose

To ensure the day-to-day running of The D'Urberville Centre

Membership

Any person or group that regularly uses The D'Urberville Centre may seek representation on the management committee at any time. Admission to the management committee shall be at the discretion of a panel consisting of trustees and Management Committee members.

All trustees shall be members of the Management Committee.

There should be not more than 8 members of the Management Committee who are not trustees.

Three members of the Management Committee will constitute a quorum

All members are voting members

A chairman is to be elected annually by the Committee at the Statutory Annual Meeting and shall hold office until the next Statutory Annual Meeting

Should any member, including the Chairman and Vice-Chairman resign, a new member of the Committee, including Chairman and Vice Chairman, the remaining members must appoint another person at the next Management Committee meeting to serve until the next AGM

Budget

The Management Committee will decide its budget priorities and submit those to the Trustees Board for approval. The committee will then take appropriate decisions regarding the spending of the budget and report as necessary to the Trustees Board.

Responsibilities

1. Monitor the condition of The D'Urberville Centre and ensure it is:

- a) Clean and tidy
- b) In good decorative repair
- c) Secure
- d) Free use of any obvious and significant health and safety hazards
- e) Used by hirers in accordance with the terms and conditions of hire

2. Deal with any complaints from hirers or visitors

3. In consultation with the Responsible Finance Officer (RFO) monitor that actual income and expenditure is in line with the budgets approved by The Trustees Board
4. Actively seek feedback from regular centre users and the wider community
5. Ensure the terms and conditions of the building lease are met
6. Consider the medium/long term development opportunities and submit recommendations to the Trustees Board as necessary.
7. Raise funds for and implement Trustees Board-approved projects
8. Ensure that all work to be carried out in The D'Urberville Centre is of the appropriate standard and is within the annual agreed budget
9. Actively promote the services offered by the centre
10. Review the tariff for hirers annually and submit recommendations to The Trustees Board
11. Review, from time to time, the security and facilities of the The D'Urberville Centre and feed results into the Parish Council's annual review of Risk Assessment and Insurance arrangements
12. Actively consider methods of general fund raising

Meetings

1. The Committee meets monthly to conduct their business
2. The minimum notice of any meeting is 14 days, unless a majority of the members agree otherwise in the case of an emergency.
3. The quorum minimum is 3 members. No decisions may be taken if the quorum is not met.
4. An electronic meeting may be held as long as all members of the Committee are able to communicate in this way.
5. Minutes must be taken for all meetings, which must include a list of members at the meeting, and any decisions made.
6. All decisions must be taken at properly called meetings of the Committee. Where appropriate, minutes must include reasons for those decisions.

7. At the first meeting of the Committee after the AGM, the Chairman of the Committee will be appointed for the forthcoming year.

8. The chairman of the Committee is responsible for calling and chairing meetings of the User Group, and for forwarding any issues raised to the CMC and/or Trustees.

Annual General Meeting

1. The Centre Management Committee must hold an Annual Meeting to which all inhabitants of Wool Parish are invited.

2. Notice of this meeting must be in writing, one month before the meeting, and notices placed in public places.

3. The chairman of the AGM does not need to be the current chairman of the Centre Management Committee.

Review Terms of Reference

These terms of reference are to be reviewed annually at the Statutory Annual Meeting of The Trustees Board