



# **BURGHFIELD PARISH COUNCIL**

## **Terms of reference for the Community Hub Working Party Committee**

### **1. Authority**

The Community Hub Working Party Committee is appointed by, and solely responsible to, Burghfield Parish Council. The Committee's duties are defined and agreed by the Parish Council, which may vote, at any time, to modify the Committee's powers. A minimum of 3 meetings per year are to be held with additional meetings as required.

### **2. Membership**

The Committee will consist of no fewer than 3 elected Parish Councillors. The election of a Chairman will be the first business transacted to preside over future meetings – to be re-elected each year following the Annual Parish Council meeting. Quorum will be no fewer than 3 elected members.

The Chairman & Vice Chairman of the Parish Council, and Chairman of all Council Committees, will have automatic membership and full voting rights. The Community Hub Working Party membership should be reflective of the diversity of skills and experience required for the planning and implementation of a Community Hub in Burghfield.

Only members appointed by the council may vote on any issue.

Additional members of the community may attend meetings as guest but without voting privileges.

Each elected representative shall be appointed for a term equal to the duration of time required to complete the building project.

Community representatives shall be appointed for a term equal to the duration of time required to complete the building project.

### **3. Records of Proceedings**

The Committee will meet as detailed above. Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors for information and adoption at the next Parish Council meeting.

### **4. Purpose**

The committee is responsible for advising the council, liaising with various consultants, and the project management team on specific matters as they



pertain to the preparation and delivery of the Burghfield Community Hub facility.

## **5. Responsibilities**

1. To advise the parish council in the preparation and implementation of a Community Hub in Burghfield
2. To liaise with the Governance & Finance Committee in securing community financial support and sponsorship for the development of a Community Hub
3. Develop a detailed project plan, and associated time schedule, for the organisation and implementation of the build project.
4. To liaise with the various consultants, and project management team, on specific matters as they pertain to the preparation and delivery of the Burghfield Community Hub.
5. To liaise with the Communications committee for the implementation of community events and communication to raise awareness of the projects developments and objectives.
6. To ensure members comply with all legislative requirements, promoting transparency and good governance practices upon the Council
7. To deal with any other matter that a meeting of the Parish Council considers appropriate to be referred to the Community Hub Working Party Committee.