

Youth Club Temporary Working Group

Terms of Reference

1. PURPOSE

The purpose of the Youth Club Temporary Working Group is to make recommendations to the Council on the provision of youth services to be provided by the Council. Additionally, to provide recommendations to the Council regarding the Youth Club Building in relation to its maintenance and uses.

2. REVIEW POINT

These Terms of Reference may be reviewed at any time by the Council to ensure they remain appropriate for the requirements of the Parish Council.

3. SCOPE OF ACTIVITIES

- (a) To review and make recommendations regarding the Council's Youth Services Provision; to include but not limited to determining the activities to be provided, the choice of service provider/s, hours of operation, fee structures, health and safety requirements, child protection and safeguarding matters. Ensuring that these are appropriately considered and recorded.
- (b) To review and make recommendations to Council on the upkeep and maintenance of the Youth Club Building; to include but not limited to ensuring the building is secure, meets health and safety requirements, meets the requirements of any insurance needs, has appropriate permissions for any development of the building or site.

To review and make recommendations to Council on any adaptations and alterations to the property or land for the Youth Club Building; ensuring that all considerations for planning, the lease purchase agreement or any other
- (c) To review and make recommendations to Council regarding the potential uses for the Youth Club Building, to include ensuring that all uses are within the restrictions of the lease purchase agreement with KCC, develop and maintain a fee structure and terms and conditions for hirers and all insurance and liability issues are considered and protected.
- (d) To ensure that all policies and procedures are prepared and presented to Council for approval and that they are updated and recorded as required to meet all legal requirements, e.g., risk assessments, health and safety policies and procedures, COSHH, First Aid etc.

Staplehurst Parish Council

- (e) To recommend applications for third party grant funding. To work with the RFO to complete and submit any applications.
- (f) To ensure that all financial recommendations made are in line with and managed according to the Financial Regulations of the Council. To take advice from the RFO and/or Clerk where needed to ensure compliance with the regulations. To manage and monitor all income and expenditure against budgets as provided and supported by the RFO. Ensure that any grant funding is spent in line with the requirements of the grant.
- (g) To take up any additional tasks assigned to it by the Council in line with its overall purpose, as appropriate.

4. MEMBERSHIP

- (a) The Group will consist of Parish Councillors, appointed and ratified by the Council, including the Chairman and Vice-Chairman as ex-officio members. The membership of the Group may be reviewed at any time by the Council. The Group may have residents as voting members, but these will always number one less than active Councillor Members. Where resident member numbers equal or exceed the number of active Councillors in the Group, resident members will decide which of them has a voting membership. All resident members must be appointed and ratified by the Council.
- (b) Members of the Group acting, claiming to act or giving the impression of acting as a representative of the Group, must adhere to the Council's policies and procedures, including the Council's Code of Conduct.

5. CHAIR OF THE GROUP

Group Members, at the first meeting following their appointment, will agree amongst themselves who will be the Chair for the following year. The role of Chair will be reviewed annually at the first meeting after the May meeting of Full Council.

6. REPORTING

The Group will report to the Council on a regular basis as soon as possible after meetings, by providing notes of their meetings and where appropriate, the Group will provide reports, stating their recommendations and rationale, including sufficient detail to enable the Council to make an informed decision.

Staplehurst Parish Council

7. PROGRAMME OF WORK

(a) The Group is established as a working group of the Parish Council in accordance with Standing Order 4.4. It may therefore inform, advise and make recommendations to the Council but it has no power of commitment.

(b) The Group will bring forward a programme of work and an estimated budget for approval by the Council. Once approved the Group will focus on delivery of the programme of work in accordance with the Council's Standing Orders and Financial Regulations.

(c) From time to time an item may occur which is not in the approved programme of works. The group can consider the item and report back to Council for approval

These Terms of Reference supersedes all previous agreed Terms of Reference and was adopted by Staplehurst Parish Council on

Date.....6th February 2023.....Minutes...2065.....