The name of the organisation shall be the North Luffenham Community Centre Committee (NLCCC) and hereafter will be referred to as The Committee

Aims and Objectives.

The Committee will be responsible for the management of the North Luffenham Community Centre.

To provide an attractive venue for the community with facilities for social events, community groups, meetings and business.

Reduce the management expenditure by minimising facility costs and the appropriate hiring out of the Community Centre.

1.0 Responsibilities.

1. The Committee cannot make decisions on behalf of the Parish Council except where expressly stated in these Terms of Reference that may be amended by the Parish Council at any time.
2. Comply with the Parish Council’s Standing Orders on the governance and membership of The Committee.
3. Implement relevant policies of the Parish Council relating to the Community Centre and, where appropriate, recommend amendments and new policies to the Parish Council.
4. Exercise the delegated powers and duties of the Parish Council with respect to the provision, care and maintenance of the Community Centre.
5. A member of the Committee will report to the Parish Council at each parish council meeting
6. Examine and recommend to the Parish Council any changes to the Community Centre and/or its terms of hire

2.0 Membership.

1. A committee of three parish councillors and three members of the village shall be formed.
2. The chairman will be a parish councillor as will be the vice chairman and whichever is in the chair will have a casting vote.
3. A quorum will be three members of which two will be parish councillors.
4. The Committee will be appointed at the Annual Parish Council Meeting and the chairman and vice chairman of the NLPCCC elected by the Parish Council.

3.0 Meetings.

1. The Committee will meet six times a year but may meet more frequently as required by agreement of The Committee.
2. Minutes will be taken at each meeting by a minute taker appointed by The Committee.
3. Minutes will be forwarded to the Clerk who will distribute these to the Parish Council.
4. The Committee is authorised to establish working groups as it sees fit within its delegated power.
5. The Committee may ask the clerk to assist them to act as a secretary and bookkeeper.

4.0 Designated Powers

1. The Committee will be responsible for ensuring that the maintenance of the building and the equipment therein is maintained in proper order and insured.
2. Suggest budget requests for revenue and capital expenditure for the next financial year and recommend these to the Finance Committee on dates to be agreed annually.
3. Any financial outlay more than £500.00 will have to be approved by the Parish Council.
4. The Committee will be responsible for setting rental charges, the collection of monies owed and the payment of any charges or bills.
5. A public meeting will be held annually in April at which an annual set of accounts, approved by the Parish Council and independently verified by an appropriate authority, will be presented.
6. The Committee will oversee the production and use of a calendar booking system and will resolve any problems or disputes.
7. The committee will set any rules and regulations concerning the hire and usage of the community centre.
8. The committee will liaise with North Luffenham Primary School and Rutland County Council in accordance with the Management, Roles and Responsibilities agreed between North Luffenham Parish Council, North Luffenham Primary School and Rutland County Council.