



Banwell Parish Council TERMS OF REFERENCE FOR THE YOUTH AND COMMUNITY CENTRE (YCC) COMMITTEE

Premise

- The purpose of this committee is to take overall responsibility for the Youth and Community Centre.
- The committee structure is designed to enable council business to be more easily conducted and discussed than could be achieved at a Full Council meeting. Where appropriate, this Committee will make recommendations to Full Council and will abide by any decision there made.

Membership

- The Membership of the Committee will be appointed at the Statutory Annual Meeting of the Parish Council in May each year.
- The committee shall comprise of a minimum of five appointed councillors with the Chair and Vice Chair of the Parish Council being ex officio members to a maximum of eleven Councillors. Council may co-opt such other members that are not members of the Council to sit in an advisory capacity as required.
- A quorum of the Committee will be a least three Councillors.
- At the first meeting of the Committee following the Annual Meeting of the Parish Council the first item of business will be to elect a Chairman & Vice-Chairman.

Voting in Meetings

- Each member will have one vote; the Chairman of the Committee will have a second & casting vote in the event of an equality of votes.
- Advisory members will have no voting rights.
- The rules of voting and debate as set out in the Council's Standing Orders will apply to the Committee.

Key Elements

In principle, the committee will be responsible for:

- General day to day running of the YCC
- Hiring of the YCC
- Maintenance and development of YCC's facilities
- Youth Club

Detail

- The Committee has power, under Standing Orders, to resolve issues of expenditure that are within the agreed Children's Centre & Youth Club budget. Any proposed expenditure outside the agreed budgets must be dealt with by a recommendation to Full Council.
- Items for discussion may be raised by any Councillor either through a meeting or via the Clerk.
- As defined with Standing Orders, this Committee may form Working Parties and Sub-Committees. All such Working Parties and Sub-Committees shall have membership open to all Councillors.