

STEYNING PARISH COUNCIL

COMMITTEE TERMS OF REFERENCE

In the context of these Terms of Reference the Proper Officer is also the Responsible Financial Officer and Steyning Centre Manager

Steyning Centre Committee

Main functions: To oversee and make decisions on the maintenance and efficient management of the Steyning Community centre for the better enjoyment of the users. To make recommendations to the Council on any matters it deems necessary.

- (a) With the Proper Officer (Steyning Centre Manager) prepare an annual budget for submission to the Finance & Community Committee (F&C) before the end of the fiscal year.
- (b) To monitor the Committee's monthly and annual budget and to advise the F&C Committee of any potential overspend.
- (c) To be responsible for and make decisions on any matter delegated to it by the Council or any other Committee or, any matter deemed appropriate for this committee.
- (d) To delegate authority to the Proper Officer and/or Councillors such actions as it deems necessary to ensure that the Committee's decisions are carried out efficiently and expediently and to ensure that the Proper Officer and/or Councillors report back to the Steyning Centre Committee on what actions have been taken on its behalf.
- (e) To ensure that the Proper Officer complies with any delegated authority that he/she may be given from time to time by the Steyning Centre Committee.
- (f) To be responsible for all matters concerning the Steyning Community Centre including letting, maintenance, health & safety, staffing and cleaning.
- (g) To be responsible for all matters concerning charges for the use of the centre.
- (h) To be responsible for and deal with future improvements and repairs to the centre.
- (i) To be responsible for the remuneration and recruitment of caretaking staff and report to Finance & Community committee.
- (j) To deal with any complaints from users.
- (k) To be responsible for the maintenance of the grounds and outside area.
- (l) To be responsible for any contracts for the provision of services, maintenance or security of the centre.
- (m) To be responsible for other matters that may from time to time be delegated by Full Council or deemed appropriate for this committee.
- (n) The maximum membership of this Committee is seven.