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**Perton Parish Council**

Terms of Reference - Management Committee

The objective of the Committee is to assist the Parish Council in overseeing the proper management of Perton Civic Centre.

1. **Membership of the Committee**
2. Members of the committee will be appointed at the Annual Meeting of the Parish Council each year. Membership will be 8 members and is subject to the proviso that the chairman and vice-chairman of the Parish Council shall be ex officio members, plus 6 others.
3. Any changes in membership of the committee after the Annual meeting of the Parish Council shall be subject to approval at the next Full Council meeting.
4. The quorum of the committee shall be half of its members or three whichever is the greater.
5. **Frequency of Meetings**
6. The Committee shall meet a minimum 4 times per year or as required.
7. Date of meetings to be agreed annually by the Full Council.
8. A meeting of the Committee can be requested by the Chair, any member of the Committee, or the Clerk, if they consider one is necessary.
9. **Minutes of Meetings**
10. All meetings of the committee will be convened in accordance with the Parish Council’s standing orders.
11. The Clerk shall minute the proceedings and resolutions of all meetings of the Committee.
12. Draft minutes of Committee meetings shall form part of the next available Full Council meeting for information.
13. Draft minutes shall be considered and approved at the next Management committee meeting.
14. **Chairman**
15. The Chairman of the committee will be elected at the Annual Meeting of the Parish Council each year (as per standing order 4 vi).
16. In the event of the Chairman`s absence the members of the committee present will appoint a Chairman at the beginning of the meeting.
17. **Powers of the committee**
18. Full delegated spending powers are issued to the Management Committee for purchases/projects and Maintenance up to the limit of £5,000
19. If proposed purchases/projects are estimated to cost in excess of the delegated spending limit of £5,000 the item will be added to the next Full Council agenda for discussion.
20. Terms of reference to be reviewed annually at the Meeting held in May.
21. **The committee shall be empowered to:**
22. Review centre activities
23. Review maintenance contracts
24. Review hire charges for room use and make proposals to Full Council
25. Review and revise the Council’s Health and Safety Policy, ensuring the health and safety of staff and centre users
26. Review contracts for Civic Centre Staff including litter wardens
27. General management of Civic Centre
28. Appoint sub committees to undertake any specific project work as necessary
29. **Review**

These Terms of Reference are be reviewed every four year term, or earlier if there is any material change