

Histon & Impington Parish Council

Community Facilities Committee

Terms of Reference

Membership

- Membership of the Committee shall be four Councillors + 2 ex-officio, and up to four village residents
- Membership of the Committee shall be determined at the Annual Meeting of the Council
- The Committee shall appoint a Chairman by election from members of the Committee at the first meeting in any financial year
- The Chairman and vice chairman of the Parish Council shall be Ex-Officio members of the Committee

Quorum

The quorum necessary for the transaction of any business shall be **three Parish Council members**. If the number of Councillors who are members of the Committee (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned and business not transacted shall be transacted at either the next full Council meeting or at the next meeting of the Committee or on such a day as the Chairman may fix. Co-opted members can only vote on items within a budget determined by the Council. The number of co-opted members voting must not exceed the number of Parish Council members present and able to vote at any meeting and under such circumstances no vote shall take place.

Frequency of Meeting

The Committee will meet as and when necessary to discuss relevant Community Facility issues

Notice of Meeting

The Clerk will call a meeting of the Committee at such time as agreed by the Committee or the Committee Chairman and publish the agenda following standard Council practice

Minutes of the Meeting

Every meeting of the Committee shall be minuted and the minutes agreed by the Committee at its next meeting. The minutes shall then be published according to standard Council practice. Draft minutes may be published with the agreement of the Committee, so long as it is clearly indicated that they are draft and could be subject to change at a later date.

Area of Responsibility

The Community Facilities Committee has the delegated authority to:

- The pursual of the acquisition of land at Bypass Farm, Histon on which to provide recreational and community facilities
- At the same time any proposals are put forward for agreement, costings for its basic use to be provided to Full Council

Delegation of Powers

The Committee may spend up to its agreed delegated budget without recourse to Full Council on items or cost categories that have been budgeted. Virement can be made between cost categories if necessary. Any items that have not been budgeted for must be referred to full Council as soon as possible.

Noting delegation policy for the Clerk, the Chairman of the Committee and Clerk together with one other person serving on the Committee may approve spend within budget and for approved projects without referring to Full Council, for report in writing at the next available meeting.

Clerks Delegation of Powers

The Clerk may proceed with any project up to a limit of 1% annual precept once decision to proceed taken by Council or Committee

The Clerk may spend on any matter deemed as an emergency, up to 1% of annual precept in total under specified budget headings in any one reporting period