

MIDDLEHAM TOWN COUNCIL TERMS OF REFERENCE – KEY CENTRE SUSTAINABILITY COMMITTEE

Purpose of the Key Centre Sustainability Committee

This Committee is appointed to make decisions in relation to the maintenance and development of Middleham Key Centre and its surrounding grounds for the benefit of the local community.

Functions

- To consider any matters referred to it by the Council or other Committees.
- To make decisions on maintaining and developing the building taking into consideration the buildings function as a Community space
- To seek sources of funding streams to facilitate the development of the building
- To submit applications for any available streams of funding
- To project manage any potential funding streams that materialise

Membership and voting

The Committee will consist of:

- 3 Councillors (Mayor/Chairman and two other Councillors)

The Committee will appoint a Chair annually in accordance with the process set out in the Councils Standing Orders.

All members of the group will have equal rights and the Chair will have a casting vote.

Decisions will be made on a simple majority vote.

Membership of the Committee will be reviewed annually at the Annual meeting of the Council in May.

The Committee reserve the right to revise the membership of the group as and when required.

Powers of Co-option

If the level of members falls below a level in which the group finds it difficult to operate, then the Group in consultation with the Council may appoint further members with no voting rights. Any vacancies will be publicised on the Councils website and noticeboard.

At the discretion of the Chairman any outside person may be asked to attend the meeting on an ad-hoc or regular basis to provide information and/or advice.

Quorum

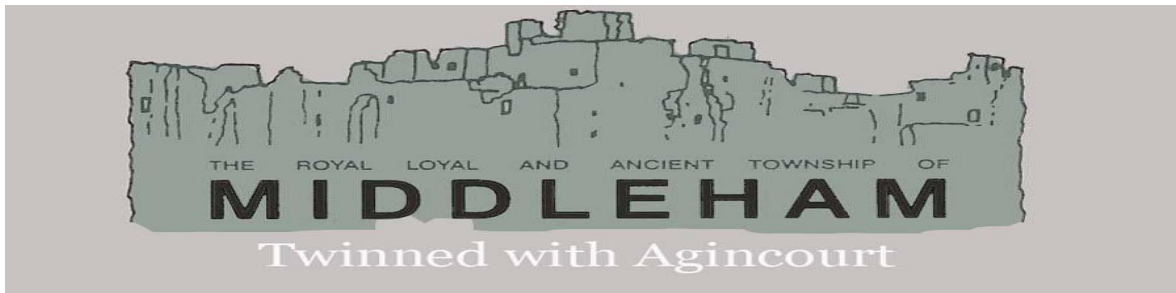
The Quorum of the Committee shall be 3 Councillors .

Accountability

The Key Centre Sustainability Committee has been given delegated power by the full Council to act on behalf of the authority in relation to these defined Terms of Reference only; any matters outside the Committees terms of reference shall be made by way of a recommendation to the full Council.

Adopted: 08th May 2024

Review date: May 2025



Convening

The Clerk will convene The Key Centre Sustainability Committee meetings on a monthly basis or at such times that the Committee feels is appropriate. The Committee Chair may also convene meetings as felt necessary. Members will be summoned to attend meetings which will be held in a Public place and public notice of the meeting shall be given in accordance with schedule 12 para 10 of the Local Government Act 1972. Minutes will be taken by the Clerk and ratified by the Key Centre Sustainability Committee and will be sent to full Council for information.

Meetings

The Committee will host monthly meetings or at such times that the Committee feels is appropriate.

Meetings will be held in accordance with the Councils Standing Orders

Members of the Public can attend meetings and speak in Public Representations

The Committee can meet as the workload requires, with a minimum of 3 days clear notice given