

Oakthorpe Community Leisure Centre Committee

Terms of reference:

Oakthorpe Leisure Centre Facilities & Grounds

1. Primary purpose

Effectively to manage and liaise maintenance of Oakthorpe Leisure Centre (owned by the Council on behalf of the parish) between Parish Council, and Tenant.

2 Terms of the Committee:

To comply with the Parish Council's Standing Orders on the governance and membership of the Committee.

3. Membership of the Committee

- a. Subject to 4b below, the sub-committee shall comprise 4 members of the Parish Council
- b. The quorum of the committee shall be three of its members.
- c) To ensure transparency and safeguard against conflicts of interest, councillors are not permitted to serve on the Leisure Centre Committee if they, or any family member, have any connection to or use the services or facilities of a tenant,

4. Chair of the Committee

- a. Subject to 4b below, the committee shall elect a Chair.
- b. The committee may elect a Vice-Chair annually if it so wishes or for the duration of any one meeting of the sub-committee at which the Chair is not in attendance.

5. Meetings

Bimonthly with Extraordinary meetings as required. The Manager or other appropriate officer will record meetings.

Meetings will be between the Council and tenant therefore closed to the public.

The Council passes a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 during consideration of items due to their confidential nature.

6. Powers of the Committee

- a. The committee has delegated authority to makes decisions and/or carry out actions for and on behalf of the Council on any matters relating to the tenant of OCLC, not including those reserved to the Council in legislation, policies or in its Standing Orders or Financial Regulations.
- b. Any actions taken by the committee should be reported to council at the first opportunity and ratified by full council at the next meeting.
The Oakthorpe Leisure Centre Committee can take financial costs back to full council for approval. Any requests will be only for the building/land not tenant.
- c. Any recommendations for changes in the rent shall be submitted to the Finance Committee.

7. Accountability and transparency

The committee will be a standing committee and will report back directly to the full council under confidential. Due to legal documents no formal minutes will be kept.

Version control and amendment history

Date approved	Version Number	Revision / amendments made	Review Date
May 2024	1.0	New TOR	April 2025
May 2025	2.0	Adapted	April 2026
May 2026	3.0	Adapted	May 2026