



**MARDEN LINKS PARISH HUB
WORKING GROUP**

TERMS OF REFERENCE

AIMS

- Focus on the local area to deliver a wide range of appropriate services
- To open a parish hub and integrate with an outdoor community site.
- To ensure the Hub is an accessible, safe location.
- To encourage use of the Hub for activities aimed at increasing community links and overcoming social isolation.
- To improve the health and wellbeing of all members of the community.
- To facilitate the local delivery of non-statutory services.
- To work with other Marden Parish charities/organisations to achieve common goals.
- To operate a Repair Café monthly
- To Provide a storage facility for Parish Council items.

MEMBERSHIP

- The working group will consist of up to 10 made up from Parish Councillors and Volunteers
- All members will have an equal vote on proposals put to the full Parish Council. In the event of a tied vote the Group Lead will have the casting vote.
- The Chairman and Vice Chairman of the Council shall automatically be members of the Committee.
- The Working Group will appoint a lead who must be a Councillor.
- The Working Group shall be appointed at the Annual Meeting of the Council.
- All members shall comply with the Code of Conduct and Council's Standing Orders.

QUORUM

- A quorum will be four committee members two of whom must be councillors.

MEETINGS

- The Working Group shall meet monthly unless otherwise agreed by the Council/Working Group.
- Other members of the parish may be invited to attend Working Group meetings for specific issues and have no voting rights.

RESPONSIBILITIES

- To ensure the efficient operation and management of the Hub, including:
 - Consider health and safety issues in relation to the use of Hub.
 - Prioritise and co-ordinate the implementation of services within the Hub
 - Review Booking Conditions and Use of Hub.
 - Ensure insurance requirements and liabilities are complied with.



- Consider aspects of repairs and maintenance.
 - Review storage requirements.
 - Review financial implications monthly.
 - Review security of the building.
 - Consider implications on the shared area (entrance hall and toilet).
 - Consider car parking issues.
 - Responsibility for publicity and marketing.
 - Review budget on a regular basis including income and expenditure.
 - Make recommendations to the full Council
- The Working Group may be authorised with power to act for a specific matter on a specific occasion by the full Council.

DELEGATED POWERS

- Working Group to have delegated powers for all the above items
- Working Group to have a budget allocated annually
- Authorised to spend on running costs from parishioner donations without prior approval.

REPORTING

- A standing agenda item will exist for all monthly Parish Council meetings and a report to full Council will be given.
- Full accounts will be maintained and reported to the Parish Council monthly
- All donations and running costs to be recorded in the appropriate cash book and reported in the monthly accounts to the Parish Council for transparency.

CHANGES TO TERMS OF REFERENCE

- Changes / updates to this document can be made by a proposal from the Working Group being adopted by full Council.

TERMINATING MEMBERSHIP

- Working Group members can step down at any time by providing notification in writing.
- There is a zero-tolerance policy for bullying or discriminatory behaviour and this behaviour will result in removal from the Working Group by Marden Parish Council.

The lease on 9 Walkers Green was signed on Friday 14th October 2022 for a period of 6 months and at expiry was extended for a further two years.

These terms of reference should be reviewed and updated as appropriate prior to an extension to the current lease is undertaken.

Terms of reference reviewed and adopted by Marden Parish Council at a meeting of the Council on 16th April 2024.