

Committee Terms of Reference

Membership

As defined in the Constitution the Laindon Community Centre Committee will comprise of the Charity Trustees and include enough persons to ensure the roles of Chairman, Vice Chair, Secretary and Treasurer/Finance Officer are always occupied. If deemed necessary additional members with capabilities and skills deemed beneficial to furthering the charities objects will be recruited to sit on the committee.

With regard to Trustees there must be a minimum of 3 (THREE) and a maximum of 5 (FIVE) at any time as per the constitution.

There will always be one member who acts as Activity Centre Representative/Liaison.

The committee currently comprises 6 (SIX) officers:-

- Rob Tomkins (Chairman & Trustee)
- Robert Taylor (Trustee / Activity Centre Rep.)
- William Drabble (Trustee)
- - vacant - (Vice Chair)
- Jennifer Binstead (Treasurer)
- Tom Dorney (Secretary)
- Nicola Murray (Seconded)
- Carla Birch (Seconded)
- David Kerr
- - vacant -
- - vacant -

The secretary will have the staff of the CIO at his/her disposal for the preparation of meeting materials including agendas, minutes and governance administration.

Purpose

The fundamental purpose of the Committee is the governance and provide a strategy for future growth of the CIO, rather than the day-to-day operational matters. The main purpose is to:

- determine the overall direction of the CIO
- provide leadership
- uphold its fiduciary responsibilities

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Scope

The Committee's main roles are to:

- determine the charity's mission and purpose
- guard the charity's ethos and values
- develop and agree the charity's long-term strategic plan
- develop and agree the charity's policies
- ensure that all the charity's activities are within the law
- ensure that all the charity's activities come within the charitable objectives
- ensure accountability as required by law (Charity Commission, Inland Revenue, Customs and Excise) and to others such as donors, beneficiaries, staff, volunteers and the general public
- ensure the charity has adequate resources
- ensure the charity's property, assets and other resources are protected and managed effectively
- agree the budget and monitor financial performance
- monitor the charity's programme and services
- review annually, the performance of the committee of trustees
- establish procedures for recruitment, support, appraisal, enumeration of staff, and for dealing with disciplinary matters
- meet as often as necessary for the proper administration of the Charity;
- seek professional and other expert advice where necessary.

Authority

In accordance with the Constitution the CIO Charity (Association Model), Trustees have power to do anything which is deemed to further its objects or is conducive or incidental to doing so. In particular, the CIO has power to:

- a) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land
- b) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use

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- c) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119, 123 of the Charities Act 2011
- d) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause
- e) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000
- f) close the premises of the Charity for the purpose of repair, alterations or other similar work for such a period as is necessary
- g) permit the premises to be used for regulated entertainment and the sale or supply of alcohol. This shall be established and operated within the regulations concerning the sale of alcohol under the 2003 Licensing Act
- h) to co-operate with other voluntary organisations, statutory authorities and individuals
- i) to establish or support a local forum of representatives of community groups, voluntary organisations; statutory authorities and individuals involved in community work
- j) to arrange and provide for, either alone or with others, the holding of exhibitions, meetings, lectures, classes, seminars or training courses, and all forms of recreational and other leisure-time activities

Frequency & Duration

The Committee shall meet on the first Thursday of each month at 7:30pm. Meetings will conclude by 10:30pm.

Chair

If the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

Reporting Procedure

The Charity Trustees shall report annual to the Membership, the Charity Commission and the wider non-members (associates etc.) via an annual Forum of stakeholders typically this will take the form of an Annual General Meeting.

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Quorum

There shall be a quorum when at least two charity trustees, or one third of the number of members (whichever is greater) of the committee are present at the meeting.

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Trustees

Signed: _____ (Chairman)

Date: 1st October 2021

Signed: _____

Signed: _____

Signed: _____

Signed: _____ (maximum 5 trustees)