



Turners Hill Parish Council  
The Ark  
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## **THE ARK COMMUNITY EXECUTIVE COMMITTEE - TERMS OF REFERENCE**

The Ark will be managed by an Executive Committee answerable to the Parish Council, in accordance with the terms of the Lease. The day-to-day management of The Ark will be the responsibility of the Clerk and Deputy Clerk.

The committee will be known as THE ARK COMMUNITY EXECUTIVE COMMITTEE (ACE)

### **Members**

The Committee will consist of:

- The Chairman of the Parish Council
- Two other Parish Councillors who will be appointed annually at the Annual Council Meeting
- The Clerk or Deputy Clerk who will act as Proper Officer to the Committee
- A District Council appointee will be invited to attend but will not have voting rights

### **Quorum**

The quorum of the Committee shall be two members.

### **Chairman**

The Committee will elect a chairman at the start of the first meeting following the Annual Council Meeting.

### **Voting**

Only Members may vote and participate at a meeting. In the case of an equal vote the Chairman shall have a second or casting vote.

### **Interests**

If a member has a personal or pecuniary interest as defined by the Code of Conduct adopted by the Parish Council, then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. They must withdraw from the room during consideration of the agenda item to which the interest relates.

### **Meetings**

The Committee will meet once a quarter, and the dates will be set at the Annual Council Meeting.

### **Responsibilities**

a) The Committee will set the policies and functions for The Ark.

- b) The Committee will be responsible for ensuring the building, surrounds and equipment are maintained in an appropriate condition and that Fire Regulations and Health and Safety best practice standards are adhered to.
- c) Hire Rates will be set by the Committee in October of each year to take effect in April of the following year. The recommendations will be presented to the Parish Council in January for approval. The Committee is committed to set a discounted rate for local clubs under the terms of relinquishing the Charity Status of the old Village Hall.
- d) The Committee will monitor the budget for The Ark on a regular basis. The Committee will monitor all costs and make recommendations to Council on ways of reducing such costs where possible.
- e) The Committee will have delegated powers to spend up to £3000 without prior approval from the Council. Such expenditure will be reported at the next Council meeting. Expenditure above this amount must be approved in advance by the Council.
- f) The Employment of the stewards will be the responsibility of the ACE Committee members, and the day-to-day management of the stewards will be the responsibility of the Clerk and Deputy Clerk.

#### **Responsibilities retained by Council**

If the ACE Committee is not due or unable to meet, Council will be asked to make any time-sensitive decisions.

#### **Delegated powers of the Clerk**

The day-to-day management of The Ark will be the responsibility of the Clerk and Deputy Clerk in line with the agreed policies.

Adopted on: 6.8.2024