HELLESDON PARISH COUNCIL

Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich NR6 5QB
Tel: 01603 301751 email: contact@hellesdon-pc.gov.uk www.hellesdon-pc.gov.uk

TERMS OF REFERENCE

HELLESDON COMMUNITY CAFE COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling the committee annual budget
- To present and obtain approval for the committee annual budget from Full Council
- To monitor committee functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which the committee is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the full council for decision following presentation of the Committee draft minutes.

Responsibilities specific to this committee:

Authority
The Community Cafe Committee is constituted as a standing committee of Hellesdon Parish Council. It is appointed by and is solely responsible to the Council to

1. keep a general oversight of the community cafe
2. make decisions in respect of the running of the Community Cafe subject to budget and expenditure limits.
3. report to the council staffing and equipment needs
4. to identify required improvements, developments and capital projects and make recommendations to Full Council

The Committee duties are defined and agreed by the full council which may resolve, at any time, to modify the Committee's powers.

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Membership
Membership will be made up of six councillors.
All other councillors will be substitutes for this committee, and will be called upon on a party basis by the member who cannot attend.

In addition to the nominated committee members, the Chairman of the Council is permitted to form part of the committee ex officio. If the Chairman is unable to attend in their ex officio capacity they may nominate the Vice Chairman as a substitute.

Quorum
The committee quorum shall be no fewer than three members.

Frequency of Meetings
The Committee will meet at least four times during each civic year and will publish these meetings in advance as ordinary meetings. The ordinary meetings to consider committee general items and standing items in accordance with set timetable. A further meeting will be held in December of each year to consider, for recommendation to Full Council, the budget and precept for the next financial year. Additional meetings will be set as required.

Record of Proceedings
Written minutes will be taken to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers
1. To keep under review the service provision of the Community Cafe
2. To identify and submit to the full council proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.
3. To set agree menu and pricing structure
4. To regularly monitor income and expenditure of the community cafe

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Standing Items for Ordinary Meetings

- **First meeting –**
- to set dates of committee ordinary meetings
- to consider the financial statement summarising the café's receipts and payments for the final (Jan – March) financial quarter and the year to date

Second meeting –

- to consider the financial statement summarising the café's receipts and payments for the first (April – June) financial quarter
- to consider previous financial year's budget allocations with actual amounts

Third meeting –

- to consider the financial statement summarising the café's receipts and payments for the second (July – September) financial quarter
- to review pricing
- to consider items for the committee budget for the following financial year

Budget meeting –

- to consider, for recommendation to Full Council, the budget and precept for the next financial year

Fourth meeting –

- to consider the financial statement summarising the café's receipts and payments for the third (October – December) financial quarter