Sibbertoft Parish Council

Sibbertoft Peace Park Charity Committee
Terms of Reference & Governance

1. Objectives

1.1. To ensure the Parish Council is fulfilling its role as Charity Trustee responsibly in accordance with charity law.

1.2. To oversee the finances of the Sibbertoft Peace Park Charity.

1.3. To make recommendations to the full Council with regard to the management and maintenance of the Peace Park.

2. Membership

2.1. The committee shall consist of at least THREE councillors appointed at the Annual Meeting of the Parish Council each May. The committee may also include and encourage membership from the parishioners of Sibbertoft.

2.2. The Chairman and Vice Chairman of Sibbertoft Parish Council will be ex-officio members unless they are committee members.

2.3. The Committee will elect a Chair from councillor members at its first meeting after the Annual Meeting of the Parish Council.

3. Meetings

3.1. The committee shall meet at least twice a year.

3.2. The meetings will be open to the Public

3.3. The Clerk, or alternative council officer, shall attend all Committee meetings and shall be responsible for producing accurate minutes of the meetings.

3.4. The Committee will have the right to Convene special meetings in accordance with the Council's standing orders

4. Voting

4.1. The ex-officio members may not vote on resolutions, unless they are committee members

4.2. The quorum for a meeting will be a minimum of three committee members and include at least two member Parish Councillors.

4.3. All decisions of the committee shall be determined by majority vote.

4.4. The Chairman has the casting vote when there are equal numbers of votes.

5. Rights and powers

5.1. The committee will have delegated powers to:

5.1.1. Make a recommendation to Full Council for the management of the Sibbertoft Peace Park Charity.

5.1.2. Liaise with other organisations for advice and guidance.

5.2. The committee will have the right to:

5.2.1. Make recommendations to the Parish Council for consideration and approval as appropriate.

5.2.2. Recommend an annual budget for the Peace Park for approval by Parish Council

5.2.3. Appoint Working Groups to facilitate the work of the committee.

6. Cheque Signatories and Financial Arrangements

6.1 A Bank Account for the income and expenditure of the Sibbertoft Peace Park Charity will be held separately with the Council's Bank and any two Committee members will be required to authorise payments and transactions and/or sign all cheques.

6.2 All income and expenditure will be reported to the Responsible Financial Officer for Parish Council meetings for authorisation/ratification.

6.3 The budgetary position of the Sibbertoft Peace Park charity will be reported regularly and at least six times per annum to Parish Council meetings and to all Sibbertoft Peace Park Charity Committee meetings.

7. Rules and regulation

7.1. The councillor's code of conduct will apply to all members of the committee.

7.2. The conduct of the meeting (declaration of interests, debate, voting etc) will be governed by the Council's standing orders.

This charity is managed by Sibbertoft Parish Council who are the Sole Trustee.

Sibbertoft Peace Park Charity and the Parish Council are separate entities.

The object of the Charity is to foster, encourage and provide the means of healthy recreation for the residents of Sibbertoft.

Asset Register required.

Activities - how the charity spends its money.

To promote and provide for the benefit of the inhabitants of Sibbertoft and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities or for the public at large in the interests of social welfare and the object of improving the condition of life for the said inhabitants.

5th September 2023