

# **DUNSFOLD PARISH COUNCIL**

## **Annual Council Meeting**

### **Draft Terms of Reference**

6<sup>th</sup> May 2025

## **Dunsfold Parish Council**

### **Finance Committee**

#### **Terms of Reference**

The Finance Committee is a Standing Committee.

#### **MEMBERSHIP:**

- The Committee shall have a membership of up to 5 Councillors
- The membership will be confirmed at the Annual Council Meeting
- The Chairman of the Committee shall be appointed at the Annual Council Meeting
- The Vice Chairman of the Committee shall be appointed at the first meeting of the Committee after the Annual Council Meeting.

#### **QUORUM:**

- A quorum will be three Councillors

#### **MEETINGS:**

Meetings will be held according to the Schedule of Meetings agreed by the Council. Such meetings are open to the public and Agendas and Minutes are published on the Council's website; Agendas are published on the Council's notice board.

#### **ACTIVITIES:**

Subject to observance of decisions of the Council on matters of principle or policy, the Council's powers and duties shall be delegated to the Finance Committee in accordance with the following terms of reference:

- a) The making of recommendations in respect of financial matters to be dealt with solely by Full Council, that is
  - i. The power of raising loans and setting the precept;
  - ii. The power of incurring capital expenditure not specifically included in the Council's approved estimates of budgetary expenditure;
- b) Dealing with all matters relating to the general day-to-day administration of the Council;
- c) Dealing with matters specifically referred by the Council or any other Standing Committee and with all matters not specifically referred or delegated to any other Standing Committee;
- d) Monitoring ongoing Council expenditure and income, investments, bank balances and earmarked reserves;
- e) Authorising payments as required.

## **Dunsfold Parish Council**

### **Commons Committee**

#### **Terms of Reference**

The Commons Committee is a Standing Committee.

#### **MEMBERSHIP:**

- The Committee shall have a membership of up to 5 Councillors
- The membership will be confirmed at the Annual Council Meeting
- The Chairman of the Committee shall be appointed at the Annual Council Meeting
- The Vice Chairman of the Committee shall be appointed at the first meeting of the Committee after the Annual Council Meeting.

#### **QUORUM:**

- A quorum will be three Councillors

#### **MEETINGS:**

Meetings will be held according to the Schedule of Meetings agreed by the Council. Such meetings are open to the public and Agendas and Minutes are published on the Council's website; Agendas are published on the Council's notice board.

#### **ACTIVITIES:**

Subject to observance of decisions of the Council on matters of principle or policy, the Council's powers and duties shall be delegated to the Commons Committee in accordance with the following terms of reference:

- f) Dealing with all matters relating to the general day-to-day land management of Dunsfold Common and Ponds, in accordance with the Dunsfold Common Management Plan
- g) Authorising expenditure of up to ?? provided this expenditure is within the Commons budget

## **Dunsfold Parish Council**

### **King George V Field Management Committee**

#### **Terms of Reference**

The King George V Field Management Committee is a meeting of the Council as sole trustee for the charity.

#### **MEMBERSHIP:**

- All Councillors are members of this Management Committee
- The membership will be confirmed at the Annual Council Meeting
- Non-councillors may be members, such as representatives from user groups; they do not have a vote.
- The Chairman of the Committee, who must be a Councillor, shall be appointed at the Annual Council Meeting
- The Vice Chairman of the Committee, who must be a Councillor, shall be appointed at the first meeting of the Committee after the Annual Council Meeting.

#### **QUORUM:**

- A quorum will be three Councillors

#### **MEETINGS:**

The Management Committee must meet at least once a year. Meetings will be held according to the Schedule of Meetings agreed by the Council. Such meetings are open to the public and Agendas and Minutes are published on the Council's website; Agendas are published on the Council's notice board.

#### **PURPOSE:**

The purpose of this Management Committee is to facilitate the execution of Dunsfold Parish Council's responsibilities as Trustee of the Charity in accordance with relevant charities law.

As a Committee of Dunsfold Parish Council, this Management Committee is subject to the Council's current Standing Orders and Financial Regulations.

However, all decisions by the Trustee (DPC) in relation to the Charity are a separate matter from ordinary Council business and must be made in furtherance of the Charity's purposes (and not for any other purposes), and within any applicable restrictions in the terms of the Charity.

Only Councillors may vote; they are reminded of the LGA/CC and NALC guidance in relation to charitable trustee decision making and the management of potential conflicts of interest between the Charity and ordinary Council business.

#### **ACTIVITIES:**

This Management Committee shall have delegated decision-making powers and responsibility for all matters in relation to the Charity and Charity Land, including (without limitation) the following matters

- The care and maintenance of the playing fields as a recreational ground including grass cutting, maintenance of hedges, trees, shrubs etc

- The care and maintenance of the outdoor children's play equipment.
- The care and maintenance of the buildings and structures situated on the Charity Land.
- The care and maintenance of fencing, seats and other street furniture including noticeboards on the Charity Land
- Determining the terms and conditions for the hire of any and all parts of the Charity Land (whether grounds or buildings), including those for all user groups and one-off hires.
- Taking appropriate action against any hirer not complying with the terms of hire.
- Determining all the hire charges for the Charity Land (including for all user groups and one-off hire of the pitch, grounds or buildings).
- Arranging and carrying out repairs to any part of the Charity Land as deemed appropriate by the Management Committee
- The engagement, management and dismissal of any contractors or staff as considered necessary in relation to the above matters
- Organising any events to raise funds in support of the Charity.
- Approving expenses and authorising payments to be made from the Charity Bank Account in relation to any of the above matters
- Submitting grant applications to any bodies/organisations.
- Appointing and determining the terms of reference of any sub-committees or working groups.
- Making recommendations to the Council for any capital projects concerning the Charity Land.
- Making recommendations to the Council concerning the management of risks and insurance in relation to the Charity Land.
- Producing written reports to the Council regarding the matters above on a periodic basis as determined by the Management Committee
- Make a disposition (sale or lease) of the whole or any part of the Charity Land, and seek any such consents as may be necessary or desirable in connection with the same
- Insure the Charity Land

#### FINANCIAL MANAGEMENT:

Subject always to the maximum amount included for the KGV in the approved budget:

- The Management Committee shall have authority to determine expenditure in relation to the KGV for revenue items over £500 (subject to the requirement for full council for amounts over £5,000), to be minuted at the appropriate meeting;
- The Chair of the Management Committee shall, in conjunction with the Clerk, have authority to determine expenditure in relation to the KGV for revenue items under £500, such authority to be evidenced in writing
- The Management Committee shall be entitled to authorise expenditure in relation to the KGV that will exceed the amount included for the KGV within the approved budget, by passing a resolution for the same. (This conflicts with the first sentence of this section and I think should be removed)
- If necessary, the Management Committee shall request the Council to transfer monies from the Council's bank accounts to the KGV charity bank account providing evidence of need. (This I have added for clarity)

A full set of Accounts for the King George V Field Charity shall be kept separately from the Council's accounts, managed by the Clerk.

The Clerk shall be responsible for preparing and submitting all applicable returns, reports, statements and filings with the Charities Commission and other applicable authorities concerning the Charity.