



# Terms of Reference: Miners Welfare Committee

## 1. Purpose

To progress the development of a community hub in part of the Clipstone Miners Welfare Community Trust building.

## 2. Status at March 2022

- The planning application has been submitted to Newark and Sherwood District Council (NSDC) but cannot be validated until a Heritage Impact Statement is prepared.
- The Heritage Impact Statement is an updated planning requirement which the architect is preparing on the Council's behalf.
- The lease between Clipstone Miners Welfare Community Trust and Clipstone Parish Council (CPC) has been prepared and reviewed by both parties. It is awaiting planning permission before being placed before both parties for signature.
- The licence for alterations on the building owned by Clipstone Miners Welfare Community Trust and being leased to CPC has been prepared, reviewed by both parties and is awaiting planning permission and a detailed specification to append to the licence before being placed before both parties for signature.
- CPC has made budgetary provision for a project management resource.
- CPC has resolved to apply for the section 106 monies being held by NSDC. No application has been submitted as it is linked to the planning permission.

## 3. Membership

- Membership of the Committee is open to all Councillors of CPC.
- The Committee is to be made up of at least three members of the CPC but will not exceed six.
- The Committee is open to community members who are non-Councillors but will not exceed three.
- Quorum for a meeting will be a minimum of three members from CPC.
- CPC substitutes will be allowed to ensure a meeting is quorate.

## 4. Meetings

- Committee meetings will be open to the press and public.
- The Committee will agree a Schedule of Meetings at its first meeting.
- The Committee will elect a Chairman and if it wishes a Vice-Chair at its first meeting.

- Agendas and minutes will be published.
- Clipstone Parish Councillors who are not Miners Welfare Committee members may attend meetings as a member of the community.
- Members of the community may participate in the debate at the express permission of the Committee Chairman.

## 5. Voting

- Non-Councillor members of the Miners Welfare Committee shall not have a vote.

## 6. Accountability

- The Miners Welfare Committee is accountable to Full Council.
- The draft minutes of the Committee meeting will be made available to the following Full Council Meeting, if possible.
- In the absence of draft minutes, the Chairman of the Committee will provide a written report to Full Council.

## 7. Working methods / ways of working:

- The Committee may set up, working parties for the fulfilment of its obligations contained herein, members of the working groups may be made up of Councillors, members of the public, professional persons and other interested parties.
- Any working parties must have a defined scope and must also report back to the Miners Welfare Committee any and all of their respective findings or recommendations. All recommendations for decision must be included the Committee agenda.

## 8. Delegated Powers

- The Committee will have delegated spending authority up to a one-off spend value of £25,000 to progress the development of the community hub unless Full Council resolves to extend the limit in advance.
- The Committee will have delegated spending limit in a financial year of £50,000 to progress the development of the community hub unless Full Council resolves to extend the limit in advance.
- The Committee will require a resolution from Full Council to apply for grant funding.
- All spending will comply with the Council's Financial Regulations.
- The Parish Clerk will advise members whether a particular item under discussion is within the Committee delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED" and will then be brought to Full Council's attention by the Chairman of the Committee at the next meeting of the Council. Full Council will vote to resolve the recommendations.