St Thomas of Canterbury PPC

Becket Centre Committee

Constitution, Functions and Responsibilities

1. The Becket Centre Committee is set up and will function as a Committee of the Pastoral Parish Council (PPC).

2. As such the PPC can instruct the committee on any matter and can disband or reconstitute the committee at any time.

3. Should the committee become inactive then all matters relating to the Becket Centre will revert to the full PPC who should take immediate action to reform the Committee.

MEMBERSHIP

4. Membership will consist of a minimum of three members one of whom must be a member of the PPC.
   One PPC member (not necessarily the Chair of the Committee) will be responsible for the proper functioning of the Committee and reporting back to the PPC.

5. Additional members will be co-opted to the committee as needed.
   Members will be recruited who have an interest in the running of the Centre and who are able to contribute to the overall responsibilities of the Committee.

6. There shall be no maximum size to the committee.

7. The Committee will meet as frequently as is required to fulfil its responsibilities.

FUNCTIONS AND RESPONSIBILITIES

8. The Committee will oversee the overall running of the Becket Centre and the Scout Meeting Hut including the following matters:

a. Maintenance of the kitchen, hall, meeting rooms and toilets in a condition suitable for and appropriate to its activities;
b. Setting of rates for deposits and hire of any or all of the elements of the Centre;
c. Dealing with loss of all or part of any deposit including explaining to any parties involved the costs to be covered by any forfeited deposits;
d. Maintenance and replacement of kitchen - appliances and equipment;
e. Ensuring that Health and Safety rules and regulations applicable to the Centre and its uses are complied with and that all equipment is fit for purpose;
f. Monitoring the behaviour of users and identifying:

    I. damage to the equipment fixtures and fittings;
    II. cleanliness before and after hiring; and
    III. noise and behaviour during the hiring period;
    IV. adherence to the timing period booked

g. Assisting the parish office in the booking of the Centre and the administration of deposits;
h. Ensuring the security of the centre by reviewing and if necessary improving the Centres access controls;
i. Deciding which organisations or individuals may have use of the Centre and the Terms of Use;
j. Maintaining the terms of Usage of the Centre;
k. Maintaining the Criteria for which organisations and individuals are permitted to use the centre.
l. Providing guidelines to the Parish Office on the use of the centre.
m. They will engage with regular users to ensure, where possible, that needs or changing circumstances are dealt with.

9. The Committee will not be responsible for the fabric of the building and its services as these require a different skill set and should fall under the responsibilities of those charged with the custody of all Parish properties e.g. Church, Car Park etc. They will raise matters with the Parish Office in the first instance.

10. The Committee will liaise closely with the Parish Office to ensure that the committees policies and procedures are clear and workable.

11. The Parish Office will refer any difficulties to the Committee

12. Users may appeal committee findings to the PPC.

FINANCE AND BUDGET

13. The Committee will authorise all payments relating to the above activities in accordance with its budget parameters set out below.

14. The Centre is to be run as a service to the Parish and will not be required to generate a surplus from its activities. Any surplus which is generated shall be added to the overall funds of the Parish.

15. Any expenditure required for either operational purposes or to meet expenses incurred in the running of the Centre in accordance with clause 8 above shall be met from income generated from letting activities. Any expenditure in excess of such expected income and all amounts in excess of £500.00 will be submitted to the PPC for its approval prior to its being incurred.

16. Expenditure which falls within the overall budget for the Centre and is not subject to prior approval under clause 15 shall be authorised by the Committee.

LETTINGS

17. Letting of the Centre will continue to be under the control of the Parish Office who currently administer all bookings, fees and deposits.

18. The Committee will advise the Parish Office as to any changes they feel are necessary to the current terms for lettings to all groups and individuals both within the Parish and to external bodies. In doing this the Committee will look at how it engages with Users to receive feedback on the centre.

19. For the sake of clarity it is emphasised that many organisations within the Parish are not charged for the use of the Becket Centre facilities as they are non-profit making and are considered to be run for the overall benefit of Parishioners. External organisations or individuals will be charged at commercial rates for such amenities as are provided.

20. Should any dispute arise regarding lettings, fees and deposits and they remain unresolved by discussion with the Committee such disputes can be referred to the PPC for a final decision.

21. The Committee will be responsible for the promotion of the facilities.

REPORTING

22. The Becket Centre Committee will prepare minutes of all its meeting covering all decisions made regarding lettings, fees, deposits, expenditure, work authorised (and its estimated cost), deposits forfeited and all other matters it considers appropriate. Such minutes shall be presented to the PPC quarterly by one of the PPC members currently on that committee.