

**The War Memorial Park and Community Liaison Committee**

Agreed by Full Council on 10 January 2024 Item Ref 956

This will involve new terms of reference for this committee which are as below.

**War Memorial Park**

**1 Terms of reference**

- 1.1 To oversee all operational aspects of the Council's management of the War Memorial Park ('the Park') other than those matters reserved to Full Council
- 1.2 To oversee the administration of the War Memorial Park Charity (No. 524282) making recommendations to Full Council in respect of strategic matters concerning the Council's role as Charity Trustee for the Park.

**2 The Committee and meetings**

- 2.1 the committee shall consist of a chair and vice chair with 4 additional council members.
- 2.2 Nominees reflecting the various interests in the town can be invited to the meetings during which they may make representations regarding the society or group they represent. Their participation is restricted to matters relevant to their interests and should not get involved in any other discussions.
- 2.3. It is essential to note that, other than that specified in section 3, this committee is restricted to making recommendations that are referred to the full council.
- 2.4 The meetings of the Committee shall be quorate with three voting members.
- 2.5 Proceedings of the Committee will be recorded as minutes which will be submitted to the next Full Council for information, ratification, or decision as appropriate.

**3 Delegated Authority**

- 3.1 The Full Council authorises the War Memorial Park Committee under section 101 of the Local Government Act 1972 to
  - 3.1.1 Set charging policies and amounts for users of the park – both annually and on an ad hoc basis and ensuring that receipted invoices are issued to individuals and organisations hiring the park and pavilion.
  - 3.1.2 Providing it is within the budgeted limits and for the purpose specified in the budget, to ensure that the best value for money is obtained for any services required by the park.
  - 3.1.3 Agree and issue general and specific terms of use for the park and the pavilion and enforce compliance with the same.
  - 3.1.4 Apply for (on behalf of the Council) temporary event licences, premises licences, broadcast, music and other licences required at the park
  - 3.1.5 Review operational arrangements for health and safety; take appropriate steps to ensure the safety of Council staff, contractors and members of the public and at least annually, report to Full Council on such matters.
  - 3.1.6 Receive and consider safety reports and inspections and recommend works or services.

**4 Matters Reserved to the Full Council include**

- 4.1 Amendments to the Terms of Reference and delegations to the park committee
- 4.2 Membership of the park committee
- 4.3 Any strategic matter that the Council is required to consider in its capacity as Charity Trustee – including;
  - 4.3.1 the acquisition or disposal of charity assets (for which consent from the Charity Commission may be required)
  - 4.3.2 any planning permission or proposed physical development at the park
  - 4.3.3 easements, wayleaves or other legal permissions relating to the park.
  - 4.3.4 agreeing to conditions associated with grants or other funding where such conditions attach to the park.
  - 4.3.5 applying for Charitable relief in respect of business rates at the park
  - 4.3.6 formal approval of annual returns and accounts for submission to the Charity Commission or other relevant bodies
  - 4.3.7 all official correspondence pertaining to the park, between the Council and the Charity Commission
  - 4.3.8 Procuring insurance cover for the park and the selection of appropriate insurance providers having regard to Council's other insurance obligations.
  - 4.3.9 Ensuring that the park Committee and Council comply with VAT rules and regulations pertaining to the park.
  - 4.3.10 Ensuring that the park Committee and Council comply with all statutory requirements in respect of health and safety, sustainability and environmental protection.
  - 4.3.11 Employing, training and dismissing Council staff working at the park
  - 4.3.12 Setting the annual budget for the park

**Community Resource Management Committee (CRM)**

**5 Objectives**

- 5.1 To consult, listen and identify what is missing in our community
- 5.2 To provide community leadership and vision for the future
- 5.3. Work closely with community groups
- 5.4. Ensures the council keeps the community informed about what it does and why, thereby keeping the council transparent, receptive and answerable to the community
- 5.5 Work in partnership with others, especially County and County Borough Authorities and other Community and Town Councils, AONB, Wales Tourist Board, The War Memorial Park and other local businesses and historical societies.
- 5.6 To consider applications for grants under the Local Government Act 1972 s137 and make recommendations to the full council
- 5.6 To work together to make sure that local votes for local people results in local action

**6 Meetings & Terms of Reference**

- 6.1 To manage, oversee, monitor and make recommendations to Council for improvement and maintenance of its activities in order to achieve the Aims and Objectives of the Council.
- 6.2 Make recommendations for budget allocation prior to the precept being set in each financial year, with particular care over Legal Powers and Statutes, such as the Local Government Act 1972 s137, the Local government Act 1972 s111 and The Well Being of Future Generations (Wales) Act 2015.
- 6.3 Stay abreast of the National Assembly Wales Local Government Reform Bill and work closely with The Finance and HR committee of the Corwen Town Council to make sure that the Council does not act Ultra vires.

**7 Minutes**

- 7.1 Meetings of the Committee shall be held at least quarterly and more frequently if called by the Town CEO or Chair of the Committee, These should be held in conjunction with the War Memorial Park
- 7.2 The meetings of the Committee shall be quorate with three voting members.
- 7.3 The Town CEO will provide advice and administrative support to the Committee
- 7.4 Proceedings of the Committee will be recorded as minutes which will be submitted to the next Full Council for information, ratification, or decision as appropriate.