



LISS PARISH COUNCIL

Charities Committee Terms of Reference and Membership

Membership

The Committee is a standing committee and its Membership will be appointed at the Statutory Annual Meeting of the Liss Parish LPC ("LPC") in May each year.

The Chair and Vice Chair of LPC and the Chairs of the Facilities and Finance Committees will automatically be ex-officio members. LPC may co-opt such other members that are not members of the LPC to sit in an advisory capacity as required.

Quorum for Meetings

A quorum of the Committee will be one half of its voting members. In the event of an uneven number of appointed voting members a quorum of the Committee shall be one half of the voting members rounded down.

Chairship of the Committee

At the first meeting of the Committee following the Annual Statutory Meeting the first item of business will be to elect a Chair and the Committee may elect a Vice-Chair if necessary.

Co-opted members are not eligible to act as Chair of the Committee.

Voting in Meetings

Each member will have one vote; the Chair of the Committee will have a second and casting vote in the event of an equality of votes.

Co-opted members will have no voting rights.

Voting will normally be on a show of hands. At the request of a Councillor Member the voting shall be recorded so as to show whether each Councillor present and entitled to vote gave their vote for or against that question or abstained from the vote.

Rules of Debate

The rules of debate as set out in the LPC's Standing Orders will apply to the Committee (section 4 below refers).

Frequency of Meetings

The Committee will meet a minimum of four times a year. Other Meetings shall be called by the Chair of the Committee as necessary.

Duties of the Committee

Responsibilities include:

1. All administration and maintenance issues relating to all buildings and land for which LPC is the Sole Trustee of the Charities:
 - a. Liss Village Hall (including the Parish Office) – Charity number 301872
 - b. Liss Recreation Ground (known as West Liss Recreation Ground and includes all assets on the land – the Pavilion, play area and pump track) – Charity number 301871
 - c. Parish Allotments (including the structure at the Lower Green site) – Charity number 237190
2. All decisions made are to be made with the individual Charities governing documents and the Charities Act 2011, for the sole benefit of that charity, rather than for the benefit of LPC as a whole.

Facilities management

3. Ensuring sound management of all buildings and land and all assets on that land, to include regular risk assessments, annual maintenance programmes as well as more strategic forward-looking plans.
4. Adopting all relevant policies approved by LPC where these assist the charities in achieving (and do not contradict) charity aims. These policies will include (but are not limited to):
 - a) Financial Regulations
 - b) Health & Safety
 - c) Anti-fraud and Corruption
 - d) Business Continuity
 - e) Environmental
 - f) Financial Risk Assessment
 - g) Internal Control
 - h) Investment Strategy
 - i) Risk Management
 - j) Social Media
 - k) Standing Orders
 - l) Tree Management

The Committee will review this list from time to time and may include or exclude LPC policies in accordance with the Charities' governing documents and for the benefit of the Charities.

5. Ensuring asset registers and insurance cover is kept up to date.

Financial management

6. The consideration of an annual operating and capital budgets to include running costs and any items of extraordinary expenditure.
7. The annual review of the schedule of charges for charities' facilities.
8. The submission of grant applications to Liss Parish Council and other funding bodies to make up any budgetary shortfall.
9. The consideration of any annual or in-year grant funding required for any extraordinary expenditure (unforeseen expenditure or additional works identified) and making applications for that funding to Liss Parish Council and other funding bodies.
10. Oversight of Charities' accounting, to include the periodic review of statements of income and expenditure of account for the Charities Accounts, detailed oversight and reconciliations as set down in LPC's Financial Regulations, periodic review of expenditure and financial control of projects and approval of end of year accounts.
11. The annual appointment of the independent auditor.

Adopted by Liss Parish Council on 20th November 2023.

To be review annually.