



Contents

1	Committee.....	1
2	Precedence.....	1
3	Members.....	1
4	Chair.....	2
5	Voting.....	2
6	Interests.....	2
7	Meetings.....	3
8	Terms of Reference.....	3
9	Minutes.....	3
10	Responsibilities.....	3

BYBROOK-BOCKHANGER COMMUNITY FACILITY COMMITTEE TERMS OF REFERENCE

The Bybrook-Bockhanger Community Facility Committee Terms of Reference were adopted by the Council on 11 May 2022.

1 Committee

- 1.1 The Bybrook-Bockhanger Committee is constituted as a Committee of Kennington Community Council in accordance with section 4 of the Council’s Standing Orders.
- 1.2 The Committee will work closely with the Proper Officer, residents, local societies and other community stakeholders e.g. GP surgery, Sure Start, Phoenix Community Primary School, Age Concern etc.

2 Precedence

- 2.1 Where there is any actual or perceived difference in interpretation between these Terms of Reference and the Council’s Standing Orders or Financial Regulations, the Council’s Standing Orders or Financial Regulations shall apply.

3 Members

- 3.1 Six Councillors shall be appointed as voting members at the Annual Meeting of the Council, or as soon as practicable thereafter. Substitute members are permitted, provided two days’ notice has been given to the Proper Officer.
- 3.2 In the event of a vacancy arising on this Committee, a replacement Councillor may be appointed during the year by resolution of the Council and shall serve until the next Annual Meeting of the Community Council.



- 3.3 In addition, unless he or she is one of the six appointed voting members, the following shall be an ex-officio member entitled to attend meetings, to speak, to propose or second a motion but not to vote:
- 3.3.a the Chair of the Council
 - 3.3.b each Ward Member for Bybrook and Bockhanger Wards
 - 3.3.c Council representatives on the Joint Task and Finish Group with Ashford Borough Council officials
- 3.4 Council may appoint up to three non-Councillors to be non-voting members of this Committee if they have relevant skills and experience which would be of benefit to its work; the Committee may recommend nominees to Council.
- 3.5 The Council's Proper Officer shall attend all meetings of the Committee, to provide advice and guidance and to record outcomes of the meeting.
- 3.6 The quorum of the Committee shall be three voting Members.
- 3.7 In the event of a vacancy arising on this committee, a replacement may be appointed during the year by the Council and serve until its Annual Meeting.
- 3.8 The Committee will extend an invitation to its meetings to each Ashford Borough Council Ward Member for Bybrook and Bockhanger Wards who will be entitled to speak but not to propose or second a motion nor to vote.

4 Chair

- 4.1 The Chair is to be elected annually by the Committee at its first Meeting. In the event of the Chair resigning from that position, from the Committee or from the Council, a new Chair is to be elected at the next Committee meeting, to serve until the next Annual Meeting of the Community Council.
- 4.2 The Committee may determine that it requires a Vice Chair. The Vice Chair, if there is one, is to be elected annually by the Committee at its first meeting. In the event of the Vice Chair resigning from that position, from the Committee or from the Council, a new Vice Chair is to be elected at the next Committee meeting, to serve until the next Annual Meeting of the Community Council.
- 4.3 The Chair of the Committee, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice Chair of the Committee (if there is one) if present, shall preside. If both the Chair and the Vice Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

5 Voting

- 5.1 Only Councillors referred to in paragraph 3 may vote at a meeting. In the case of an equal vote the Chair of the Committee shall have a second or casting vote.

6 Interests

- 6.1 Unless he or she has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he or she has a disclosable pecuniary interest or other interest, in accordance with section 13 of the Standing Orders.



6.2 Non-voting members should declare any relevant interest and withdraw during the discussion.

7 Meetings

- 7.1 The Committee will meet as the workload requires, but in any case at least twice each.
- 7.2 Every meeting shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons, and the Committee has resolved to exclude the public from that meeting or part of meeting.
- 7.3 The public may participate at meetings of this Committee.

8 Terms of Reference

- 8.1 The Committee will review its terms of reference at least once during the year and make recommendations to Council for its approval at the Annual Council Meeting of Council or when necessary.

9 Minutes

- 9.1 All Minutes shall be open for inspection by any Councillors, except where this would breach the rights of individuals who may be identified in the minutes.

10 Responsibilities

- 10.1 Coordinate consultations with residents and local societies and other stakeholders on the design, development and usage of any community facility to be built on or within 75 metres of the site of the former Bockhanger Community Centre;
- 10.2 Compile information on the construction and management of community facilities in Kent and neighbouring areas, along with any other information which may assist the Council in decisions to be taken on a future Bybrook-Bockhanger Community Facility;
- 10.3 Make recommendations to Council on all financial aspects of a future Bybrook-Bockhanger Community Facility, including potential funding bodies and sources beyond local government;
- 10.4 Make recommendations to Council on all management aspects of a future Bybrook-Bockhanger Community Facility, including governance arrangements.

Policy Adopted: [11.05.2022]

Review due: 05.11.2023

Revision History

Version	Date	Comments
0.1	31.07.2019	Initial draft for comment
0.2		Draft for FGP
1.0	14.10.2020	As amended and approved
1.0a	02.05.2022	Transferred to new template; Chairman amended to Chair
1.1	02.05.2022	Prepared for Annual Council Meeting approval
2.0	11.05.2022	Adopted by Annual Meeting 2022