

Jubilee Community Centre Site – Terms & Conditions of Use Working Party

Terms of Reference

Date: 27 January 2026

Version: 1

Review Date: May 2026

1. Purpose

The purpose of the Jubilee Community Centre Site – Terms & Conditions of Use Working Party is to:

- Review and discuss the terms and conditions of use for the Jubilee Community Centre site.
- Consider potential updates or improvements to ensure clarity, safety, and compliance with Council policies.
- Engage with existing site users to ensure terms reflect practical requirements.
- Explore opportunities to maximise income from the site while maintaining and enhancing community benefit.
- Provide recommendations to Full Council regarding any proposed changes.

2. Scope

The working party will:

- Examine current terms and conditions of use for the Jubilee Community Centre site.
- Consult with existing site users, including groups such as Downham Town Football Club, to gather feedback and understand practical considerations.
- Identify areas for improvement or clarification.
- Make recommendations to Full Council for approval.

Note: The working party has no decision-making authority and does not manage any budgets.

3. Membership

The working party will consist of:

- **Chair / Lead:** Cllr C Pyatt
- **Members:**
 - Cllr Brewer
 - Cllr C Pyatt
 - Cllr Lane
 - Cllr Lewis
- Representatives of existing site users may be invited to contribute to discussions where relevant.

- Optional advisors or external specialists as required.

Membership expectations:

- Members are expected to attend meetings regularly and actively contribute to discussions.
- Members should assist in liaising with existing site users to collect feedback.
- Absences should be communicated in advance to the Chair.

4. Roles and Responsibilities

Chair / Lead:

- Facilitate meetings and ensure discussions remain focused on objectives.
- Record decisions, actions, and recommendations, and present findings to Full Council.

Members:

- Provide input based on knowledge, experience, and expertise.
- Contribute to discussions and assist in documenting feedback from site users.
- Engage with existing site users to ensure recommendations are practical and inclusive.

5. Meetings

- **Frequency:** minimum monthly
- **Format:** In-person
- **Quorum:** Minimum of 3 members
- **Agenda:** Prepared by the Chair and circulated in advance.
- **Notes / Records:** Maintained by the Chair or agreed member and circulated to all members and the Town Clerk

6. Reporting

- The working party reports directly to Full Council.
- Reports will include findings, observations, feedback from site users, and recommendations regarding the terms and conditions of use.
- All reports must be approved by the working party prior to submission to Full Council.

7. Confidentiality

- Members must maintain confidentiality regarding discussions, papers, and sensitive information.
- Information should only be shared outside the working party where authorised by Full Council.
- Breach of confidentiality may result in removal from the working party.

8. Duration

- The working party will operate from 27 January 2026 until completion of its objectives or as determined by Full Council.

9. Review of Terms of Reference

- These Terms of Reference will be reviewed in May 2026.
- Any amendments must be approved by Full Council.