

**Terms of Reference – Bar and Catering Operational Committee**

The Bar & Catering Operational Committee is part of the Full Parish Council according to the Organisational structure presented May 2019

**1. Membership (Maximum 4 members of the Council)**

- Lead member and additional 3 council members
- Quorum for recommendations-3 council members
- Meeting not to be held if less than 3 council members present and the Bar/Catering Manager or Supervisor is available to attend

**2. Appointment and accountability**

The Parish Council shall at their first meeting following the Annual General Meeting (AGM) in May each year, determine the members of the Operational-Committee until the next following AGM.

**3. Vacancies**

If a vacancy arises prior to the date set in item 2, then a replacement to be approved by the full parish council

**4. Frequency of Meetings**

- The Operational-Committee shall meet not less than 4 times in each year.
- Dates and frequency are to be arranged by the Lead member according to the availability of members referred to in items 1 and 6.

**5. Record of Meetings**

The Operational-Committee shall ensure that an agreed written record of each of their meetings is forwarded to the Parish Council, if possible, in time for the agenda for the following meeting of the full parish council.

A member of the Parish Office team will be available, if requested, at each meeting in order to record notes/minutes to support the Operational-Committee

**6. Staff or Public Attendance**

- No members of the public to be present at this Operational-Committee meeting.
- Staff members may, at the discretion of the Lead member, or the Operational-Committee's request, attend meetings as required, including the note taker identified in 5 above or by the Clerk.

The Parish Clerk/Responsible Finance Officer will provide any relevant information to the Operational-Committee upon request. However, will not ordinarily attend the meetings unless requested to do so by the Lead member.

**7. Resources and Budget**

**(As agreed within the Financial Regulations approved by Full Parish Council)**

- The council for all items over £1,000;
  - The Bar/Catering Operational-Committee of the council for items between £500 and £1,000
  - The Clerk, in conjunction with Chairman of Council or Chairman of the finance committee, for any items below £500.
- a) Room hire to facilitate meetings of the Operational-Committee are allowed free of charge. However, notice needs to be given by the Lead member in order to book the space. The members of the Operational-Committee may be asked to change the venue of the room at short notice if customers require the use which generates extra revenue.

**8. Functions of the Operational-Committee**

- Broad details are included in the list presented by the Clerk at the Annual meeting May 18 (attached appendix a)
- If additional function is required and not listed in other Committees or Operational-Committees, agreement will be required by the Full Parish Council

Signed.....Chairman of the Council    Date    24<sup>th</sup> June 19

Signed.....Parish Clerk/R.F.O.    Date    24<sup>th</sup> June 19