

## HATHERSAGE PARISH COUNCIL

### Swimming Pool Committee Terms of Reference



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## HATHERSAGE PARISH COUNCIL

### SWIMMING POOL COMMITTEE - TERMS of REFERENCE

#### 1 Committee

- 1.1 The Committee will consist of up to seven voting Hathersage Parish Councillors - this includes the Chair and Vice Chair of HPC [as ex-officio members of all HPC Committees]. The HPC Clerk and Finance Officer plus a member of pool management and a pool staff member (Duty Supervisor) to attend; HPC Professional Pool Adviser to attend as and when required.
- 1.2 The Committee has the power to co-opt specialists from outside bodies as it sees fit.
- 1.3 The quorum is three of the HPC members.
- 1.4 The Committee should, after the start of the Council year, appoint its Chair and Vice Chair from the HPC members.
- 1.5 In the case of a matter being put to the vote, only the HPC members have the right to vote.
- 1.6 A member of pool management is expected to attend each meeting to give a report and answer any questions the Committee may have. From July 2024 there will also be pool staff representation on the Committee; two Duty Supervisors will alternate meeting attendance. HPC Professional Pool Adviser to attend as and when required to answer questions and advise the Committee.

#### 2 Meetings

- 2.1 Meetings will normally be held once a month. Any HPC member may request the Clerk to call an additional meeting.
- 2.2 Notice of meetings must be given in accordance with current regulations for Parish Councils.
- 2.3 Time shall be set aside at the beginning of all meetings for members of the public to address the meeting.
- 2.4 All meetings to be minuted, the minutes to be approved by the Committee at their next meeting and those minutes to be reported to the next HPC meeting.

#### 3 Terms of Reference

- 3.1 The acts and proceedings of the Committee shall be submitted to the Council for confirmation except where the Committee acts under powers delegated to it by the Parish Council, when its acts and proceedings shall be submitted for report only. This report may be by way of submission of the Committee's minutes to the Parish Council. The Parish Council may note a minute to be "not received" as a mark of disapproval of the Committee's action, otherwise the Parish Council is deemed to have approved the Committee's actions.

- 3.2 All powers listed in this document are delegated to the Committee except where there is a requirement to submit a recommendation to the Parish Council. All delegated powers shall in any event be subject to the condition that either a major departure in policy or principle or any major formation of new policy or principle which would affect the use of the Parish Council's resources or conflict with the provisions of the Parish Council's policy plan shall be submitted to the Parish Council. In all cases the Committee, when exercising its delegated powers, shall act in accordance with standing orders and financial regulations and shall give effect to any resolution of the Parish Council upon matters of policy and principle. In case of doubt or difficulty the Committee shall submit the matter concerned to the Parish Council for approval.
- 3.3 In addition to any matters which are specifically delegated from time to time to the Committee there shall be delegated, subject to any statutory requirement, scheme or order, the following powers:
- 3.3.1 To authorise any urgent steps to be taken to defend any proceedings instituted against the Parish Council in any court or tribunal including the briefing of Counsel, payment of monies into court and settlement of actions upon such terms as may seem advisable; and
- 3.3.2 To appoint representatives to attend annual conferences so long as provision in estimates is not exceeded.

#### **4 Delegated Powers**

- 4.1 To be responsible the operation of the swimming pool.
- 4.2 In exercising this responsibility the Committee specifically has the following powers:
- 4.2.1 To appoint three or more of the HPC members and such co-opted members as agreed to (1) an Operations Sub-Committee to deal with matters on a regular basis, whether these are routine or emergency and (2) a Finance Sub-Committee to progress any regular financial matters which may affect the swimming pool.
- 4.2.2 To incur expenditure in the normal course of operations to the extent that such expenditure is included in the Parish Council's budget.
- 4.2.3 To incur expenditure in excess of the Parish Council's budget when such expenditure is necessary to protect the Parish Council's assets, to ensure the safety of the general public or to enable the facilities to remain open.
- 4.2.4 To delegate to pool management the authority to order goods and services necessary for the routine operation and management of the swimming pool.
- 4.2.5 To delegate to pool management the authority to recruit lifeguards.
- 4.2.6 To employ staff in accordance with the Parish Council's budget. It is the Committee's responsibility to ensure that all staff are employed and managed in accordance with current legislation.

- 4.2.7 To delegate to the Chair of the Committee in consultation with the Chair or Vice Chair of HPC the power to deal with matters affecting health, safety or insurance matters at the swimming pool.
- 4.2.8 To make material changes to the opening hours of the swimming pool
- 4.3 In exercising this responsibility the Committee does not have the following powers:
- 4.3.1 **To incur individual items of expenditure in excess of £2,500.**
- 4.3.2 **To change the rates of pay agreed by the Parish Council.**
- 4.3.3 **To change the charges agreed by the Parish Council for admission to its facilities.**
- 4.3.4 **To change the charges for swimming lessons.**

#### History of changes

Version	Date	Change detail
05	16/07/2024	1.1 - up to seven voting Hathersage Parish Councillors - <b>this includes the Chair and Vice Chair of HPC</b> [as ex-officio members of all HPC Committees]; 1.1 <b>a pool staff member (Duty Supervisor) to attend;</b> 2.1 <b>meetings will normally be held once a month</b> [which week not specified as subject to change]
03	11/07/2023	'up to' seven Cllr members; references to pool management (where Pool Manager/Assistant Manager had been referenced); reference to Pool Advisor 'to attend as and when required'; reference to attendance 'a member of pool management is expected to attend each meeting'.
02	27/05/2019	Added 4.3.4 re swimming lesson charges
01		Approved Minute numbers SPC 09/06/15 003/15, HPC 07/07/15 067/15