

Ellendune Community Centre Working Party (Reporting to Full Council)

General

- The Ellendune Community Centre Working Party reports to Full Council, or where appropriate the Finance and General Purposes Committee.
- As of April 2024 Wroughton, Parish Council is now acting as a Sole Trustee for the Ellendune Community Centre (CIO). This process has enabled a more sustainable, financially stable way forward for the community centre and its activities.
- The land in which the community is situated remains property of Swindon Borough Council.
- The Building, contents, insurances and staff are now the responsibility of Wroughton Parish Council, as a Sole Trustee. The community centre and its activities will still retain the Charitable status in which it originated.

WPC as Sole Trustee

- The parish council as a body corporate is now the trustee of the ECC CIO (Sole Trustee).
- No individual Councillor will be named on the Charity Commission website.
- No individual Councillor will have any decision-making powers over the CIO.
- Meetings of the CIO should be kept entirely separate from the Council.
- The Proper Officer of the Parish Council, as the Administrator of the Charity with delegated authority, can run the building for public benefit.
- The Proper Officer will engage the Working Party to assist with any decoctions surrounding financial commitments and expenditure in relation to the ECC CIO.
- Both VAT and Business rates issues are avoided by the Parish Council acting as Sole Trustee.
- Support given to the ECC CIO by the council needs to be clearly quantified.
- User retain the ability to have input to decision making, but objectives between the Council and the Centre are now aligned.
- Current staff employment contracts would be unchanged.
- ECC CIO meetings and finances are not subject to the same transparency legislation as the parish council which enables a more streamlined decision-making process.

Retaining Charity status for the building also retains access to income streams such as Gift aid and grants funding.

Terms of Reference

1. The Ellendune Community Centre Working Party has been established to work with previous trustees of the EHT and members of Wroughton Parish Council who will pull together actions on behalf of the Ellendune Community Centre, its staff and user groups.
2. The objective of the working party is to have a financial and operational oversight and input into the community centres activities.
3. The working party will examine any matter in detail, read reports and related materials, examine options and gain advice for the Council.

4. The working party will act as experts and/or liaise with experts with a view to making recommendations to the next relevant parish council meeting on any matter which needs addressing in relation to the community centre.
5. It will explain the recommendations, reasons and options and provide a brief to aid the parish council with making any decisions.
6. Answer questions received from the parish council.

Operations of a Working Party

1. They do not have a budget and they cannot make any decisions.
2. The number of Councillors on a Working Party is decided at the time of formation and reviewed annually at the parish councils annual meeting.
3. There is no elected Chair of a Working Party and chosen on a meeting by meeting basis.
4. Administrative support will be provided by the Clerk or Appointed Officer.
5. Actions once approved by the parish council will be instructed by the Clerk or Appointed Officer.
6. The Chair of a meeting will provide a verbal or written update, if time permits, at the next Full Council or Committee meeting.
7. Depending upon the nature of the meeting, all notes from a meeting will be published on the Council's website.