



60+ Club

Terms of Reference for Working Party

Adopted March 2018

Reviewed March 2019

Next review March 2020

The Working Party

1. A Working Party will be set up to run the Club.
2. The Working Party shall consist of a minimum of two members of the Club and at least one Parish Councillor.
3. Three members of the working party will constitute a quorum.
4. The Working Party shall determine the programme of events, book expert speakers and other events/trips and monitor the budget and spending of the Club.
5. The Parish Council will provide an annual budget to the Club. The Clerk will arrange for all payments to be made in accordance with the financial regulations of the Council. The Clerk will hold and control the petty cash.
6. The Parish Council is the holder of a public liabilities insurance policy which covers the working party and the club meetings.
7. A risk assessment will be undertaken before the first meeting of the Club by the Working Party and forwarded to the Clerk to maintain as part of the full parish council's risk assessment. The risk assessment will be reviewed and updated on an annual basis.
8. Quarterly updating reports will be made by the working party to Full Council.
9. The Clerk will provide administrative support to the Club.

The Club

1. The purpose of the Club is to connect retired and semi-retired people living in the Parish to others around them, creating friendships, providing support for each other, and enhancing community spirit within West Hunsbury.

2. Any resident of West Hunsbury aged 60 and over is eligible to join the Club. Should a member wish their spouse/partner who is not yet 60 to join with them, this will be at the discretion of the Parish Council.
3. Members who cannot travel without a carer are entitled to bring their carer to the Club and to any events organised by the Club, regardless of the carer's age or place of residence.
4. The Club will meet on a regular fortnightly basis on a Wednesday from 2pm to 4pm at Parsons Meade Community Centre, West Hunsbury and provide refreshments to its members. The Parish Council will fund the meetings from the annual budget. The number of members will be subject to the maximum number of persons allowed in the Community Centre. The Working Party may seek to find an alternative venue for the Club over time if attendance numbers necessitate this.
5. Other events, guest speakers and outside trips etc will be organised by the Working Party. For outside visits, events and coach trips members may be asked to contribute towards the cost.
6. A database of members details will be kept by the Parish Council for the sole purpose of contacting members and keeping them informed and to monitor attendance. All records held will be with the permission of the member and in compliance with the Data Protection Act 1998.