



Bassingbourn-cum-Kneesworth Parish Council

Old School Community Centre (OSCC) Advisory Group

Terms of Reference

Purpose of Human Resources Committee

To manage the Old School Community Centre, 53 High Street, Bassingbourn as a Community Centre on behalf of the Parish Council and, through the council, on behalf of the community.

1. **Reports** to Bassingbourn-cum-Kneesworth Parish Council.
2. **Status:** Enduring, subject to annual re-appointment.
3. **Members:** Should include councillors and non-councillors, but the number of non-councillors should not exceed the number of councillors.
4. **Lead contact:** The lead contact is to be agreed annually by the Full Parish Council at the APCM. This may be reconsidered outside of the APCM when required.
5. **Reporting:** To report to the Full Parish Council at the second meeting of each month.

Scope:

1. Advising the Parish Council on matters regarding the premises, including activities, hiring agreements and rules regarding the use of the premises.
2. To assist Clerk and Admin Assistant with Publicity and Marketing
3. Liaising with the Officers regarding bookings and payments, grant applications and fund raising.
4. To assist in promoting the use of the Old School Community Centre as a place for use by the local community, organisations and to encourage activities aimed at increasing community links and overcoming social isolation.
5. To liaise with the Community Library to accommodate use
6. To review storage requirements
7. To make recommendations to the Full Parish Council. Recommendations must be presented with evidence that supports the decision making process including quotes, formal review of tenders and scope of works etc. All necessary information received by the advisory group must be available to the Full Parish Council.
8. To adhere to the Standing Orders and Financial Regulations of the Parish Council

Delegation of Expenditure:

No delegated spend

Approved AMPC 12th May 2026.

