



# **Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan**

## **OCR Board – Terms of Reference**

The OCR Board's Terms of Reference are as follows:

### Aims of the OCR Management Board

1. To maintain the fabric of the Building.
2. To consider improvements to the OCR facilities.
3. To generate income by the hire of parts of the property.

### The OCR Management Board

1. The Board will consist of a maximum of six members of the Community Council.
2. The presence of three members of the Board will constitute a quorum.
3. Employees of the Community Council will attend meetings of the Board as observers to give advice when asked.
4. The Board will appoint a Chair and a Secretary.
5. The Chair of the Board, or another nominated member of the Board in his/her absence, will present a report to Council when required to do so.

### Role of the Clerks to the Council

The Clerk and Assistant Clerk will support the running of the OCR in the following ways:

1. Manage minor works to be undertaken by the Handyman.
  2. Arrange for outside contractors to undertake agreed maintenance following the procedures set out in the RMCC Financial Regulations.
  3. Liaise with the users and direct any relevant requests, complaints or suggestions to the Board.
  4. The Assistant Clerk will manage the Scribe Booking and Invoicing system.
- The OCR Management Board will co-opt outside members from time to time to give specialist advice.

### Responsibilities of Members of the OCR Management Board

1. Members of the Board must act in accordance with the RMCC Code of Conduct in relation to any personal or prejudicial interests in a matter discussed by the OCR Management Board.
2. Members must conduct any decision making process with transparency and diligence, taking into consideration the legality of any actions and the extent of the legal powers of the Community Council.
3. Where possible, Members should take into consideration the impact of any recommendations or decisions made, upon those with disabilities.
4. Any recommendations involving expenditure on works and maintenance or other projects must be consistent with the RMCC Financial Regulations