

## TERMS OF REFERENCE

### PAVILION/ SPORT FIELD COMMITTEE

1. The Pavilion/ Sports Field Group is constituted to assist the Parish Council to decide on the future of the Pavilion/ Sports Field.
2. The Pavilion Group will be chaired by an Owslebury Parish Cllr who will ensure that the Parish Council are kept up to date on the progress of the group.
3. The group will consist of 6 - 12 members who either live or work in the parish, are part of the sports club or have an interest in Sport. Residents will have the opportunity to request to join the group, with the final membership being agreed by the Parish Council.
4. All members of the group will be asked to complete a declaration of interests form which will be held by the Council until the member either leaves the group or the group is disbanded.
5. The group will meet in public, unless the items on the agenda are commercially sensitive. Standing Orders are not applicable although the Code of Conduct will still apply.
6. Meetings will usually be held every 2 months or as required. At the first meeting a schedule of meetings will be agreed.
7. At least 3 working days' notice will be given to the members and an agenda circulated. The minutes will be added to the Parish Councils website.
8. All matters will be determined by a majority of votes by members that are present.
9. The meeting will be quorate with a minimum of four members.
10. The group holds delegated authority from the Parish Council to collect data and request input from other agencies and organisations. Owslebury Parish Council is the data controller and all data will be held in the Parish Council office only.
11. The Parish Clerk will aim to be present at the meetings to take the minutes. If the Parish Clerk is not present, the group will nominate a member to take the minutes.
12. The group does not hold executive powers to commit to any resources without prior approval from the Parish Council. Group members may be re-inbused for travel and stationery on production of a receipt.
13. All correspondence from the group will be copied to the Parish Clerk.
14. The group will remain in existence until disbanded on agreement by the Parish Council.
15. These Terms of Reference will be reviewed annually as a minimum by the Parish Council.