

## **Shalden Parish Council. Working Group Terms of Reference**

### Recreation Ground Working Group – Terms of Reference

#### **Purpose of the Working Group**

*The Working Party is an advisory group of council members charged with researching and advising the council on the most appropriate replacement for the existing sports pavilion at the Recreation Ground and following Council decision on this to progress the siting of any replacement.*

#### **Terms of Reference**

1. The working group will consist of up to 5 council members and the clerk (in an advisory capacity), determined by the parish council. A meeting of the working group will be quorate with 3 members present. Membership is determined at the annual meeting of the council, or at a full council or committee meeting.
2. At the first meeting of the working group, members shall:
  - a. Review these terms of reference
  - b. Appoint a council member as Lead Member who will ensure all members of the working group are kept informed and involved with progress, and act as the primary contact to the council
3. In line with the purpose set by the council, the remit of the working group is to:
  - i. Make a recommendation on the replacement of the sports pavilion.
  - ii. To recommend the most appropriate replacement following discussion with stakeholders
  - iii. Consider and recommend the most appropriate way to communicate the details of the project to residents of the parish
  - iv. To oversee the management of the project – the delivery and installation of the replacement pavilion
4. The working group does not have any delegated powers to make decisions for or on behalf of the council and must not exceed its purpose or remit without the council's permission.
5. The working group reports to the council should provide reports as appropriate in order for the council to make a decision.
6. Meetings of the working group are informal and therefore do not need to be held in public (unless the council stipulates that they should) and may be held remotely.
7. Meetings of the working group do not need to be minuted, but minutes are considered best practice to allow for accurate reporting to the council.
8. Once the purpose of the working party has been fulfilled, the group will be disbanded.
9. The working group is an informal advisory group and any decisions made by the group cannot bind the council. The council will consider the advice provided by the working group but are under no obligation to accept the advice as a basis for any decisions made by full council.