

Pavilion Project Working Group Terms of Reference:

Objective

To recommend key actions and proposals to be taken by the Parish Council to make effective and timely decisions regarding the Pavilion Project.

Operation of the Working Party

- The Working Party will have no Budget.
- The Chairman of the Working Party to be appointed by the Working Party. Note taker will be appointed by the Working Party.
- Membership changes to be approved by Full Council.
- Meeting notes and actions will be provided to Full Council without delay.
- A Working Party does not meet in public; therefore, Standing Orders are not applicable.
- All Members of the Council will be informed of Working Party meetings and are able to attend.
- Due to the nature of the task, meetings maybe called during the day or evening and frequency will be decided on workload.
- Explore grant opportunities and provide input for applications.
- To liaise with other stakeholders where necessary.
- To liaise with contractors.

Authority

All proposed actions will require the ratification of the Bayston Hill Parish Council, Full Council before proceeding.

Working Party Establishment

The Working Party will be formed from Councillors. This may be subject to change as the project progresses.

Time Frame

This will be a task and finish working party with a duration of no more than 12 months. If more time is required, an extension must be agreed by the Full Council of the Bayston Hill Parish Council.

Resources

The Bayston Hill Parish Council will support the working party with all reasonable requests concerning:

- Meeting Venue
- Stationery
- Finance support