

CHILBOLTON PARISH COUNCIL
CHILBOLTON RECREATIONAL DEVELOPMENT GROUP
TERMS OF REFERENCE

Purpose and Role of the Group

The Groups main aim and responsibility is to advise the Parish Council on alternative practices, activities and equipment which will develop and improve the War Memorial Playing Field recreational facilities. In doing so to provide information such as, but not limited to, costing, consultation results and funding or grant possibilities.

Unless otherwise delegated by a majority vote of the Parish Council, the Group will submit proposals to the Chilbolton Open Space Committee which will decide whether or not to recommend the proposal to the Parish Council.

Membership and appointment

At least two local residents shall make the membership of the Group. Local residents who wish to be involved with the working party should apply to the Parish Council. The Group may invite additional members to join on a full or co-opted basis if they decide that those persons have skills and experience which will contribute to their work. The Group will nominate a Chairman. Membership shall be ongoing unless any member shall resign or be asked to stand down by the Parish Council

Accountability

The group shall report to each meeting of COSC. A report of any Group meetings will be presented at the next parish council meeting by the Chairman of COSC.

Working Methods

Meetings will be held at as the workloads demand. The Chairman of the Group will be responsible for calling meetings, giving all members at least 7 days 'notice. At least two members of the working party must be present at a meeting in order for the meeting to be quorate. Meetings will be held in a location chosen by the Group.

Review

The Group and parish council shall review the relevance and value of the Group's work and terms of reference as required. If funds are not available to progress facilities further, the Group may be suspended.

Code of Conduct

Non-councillor members of the Group are subject to the Code of Conduct adopted by the parish council. They are required to comply with the council's Standing Orders and Financial Regulations and they must register any declarations of Pecuniary Interests.

Variation

These Terms of Reference may be varied by majority vote of the parish council.

REVIEWED: July 2023