

TERMS OF REFERENCE FOR BARROWBY PAVILION COMMITTEE

The Pavilion Committee will be known as 'The Barrowby Parish Council Pavilion Committee.'

It will be a committee of the Barrowby Parish Council under s.13 of the Local Government & Housing Act 1989.

Members of the Pavilion Committee are subject to the National Code of Local Government Conduct and must always avoid any occasion for suspicion and any appearance of improper conduct. Representatives of user groups should declare their interest [which will be recorded in the minutes of that meeting] and will then be entitled to:

1. Speak on matters in which their group has an interest (financial or not)
2. Vote on any matter in which their group has an interest except matters relating to their group's finances or property
3. Speak and vote on any matter in which any other group has an interest of any land.

Three clear days before a meeting, notice of its time, a copy of the meeting agenda and meeting place must be posted in a conspicuous place.

Also three clear days before the meeting a summons (i.e. the agenda) specifying the business to be transacted will be sent by email to each member.

Meetings of the Pavilion Committee will be open to the public and the press who may, however, be excluded by resolution, if publicity in a particular case would prejudice the public interest.

A. Terms of Reference

1. The Pavilion Committee will maintain in good order and manage the Barrowby Sports Pavilion building and Low Field on behalf of and within a business plan agreed with the Parish Council.
2. The Pavilion Committee will produce and manage the delivery of a business plan for the operation and maintenance of the building and managed land. The Pavilion Committee will present the business plan for approval each year to the Parish Council. The plan will be submitted to the Parish Council by 15th November in the preceding year and the Parish Council will then confirm any sums of money required from the Parish Council to balance the budget.
3. The Pavilion Committee will be responsible for the maintenance and operation of the building, management of traffic to/from the building by tenants and visitors, the maintenance of the Low Field grassed areas, access roads, car park, trees, hedges, fences, gates, signs and disposal of litter/waste.

4. The Pavilion Committee will be responsible for devising and implementing rules, policies and procedures as required to manage and operate the building and managed land areas.
5. The Pavilion Committee will be responsible for managing and administering such lettings as are appropriate.
6. The Pavilion Committee will recommend to the Parish Council the spending of such sums as it thinks fit on the improvement of the Pavilion building and/or Low Field managed land if so proposed. The Pavilion Committee may undertake works of a minor nature or works required to maintain and operate the building and managed land without reference to the Parish Council subject to remaining within the approved business plan.

The Pavilion Committee to provide a list of recurring jobs and preferred suppliers.

7. The Pavilion Committee will report information relating to the total income and expenditure each month to the Parish Council.
8. The Pavilion Committee will inform the Parish Council of events planned to take place in the forthcoming quarter.
9. The Pavilion Committee may raise funds from lettings and other income sources as necessary to meet the costs to operate and maintain the building and Low Field.
10. The Parish Council may be approached to subsidise any shortfalls in the required funding to operate and maintain the building.
11. The assets shall belong to the Parish Council.

B. Membership

1. The Pavilion Committee will consist of two members appointed by the Parish Council at the Annual Parish Council meeting who should be members of the Parish Council. In addition the following organizations will be asked for nomination for appointment to the Pavilion Committee:

Barrowby Football Club x 2
Barrowby Juniors Cricket Club x 1
Barrowby Village Representatives x 2
2. The Chairman and Vice-Chairman of the Parish Council will be "ex officio" members.
3. The Pavilion Committee may by resolution recommend the appointment of an additional representative member by a formally constituted organisation in the village not already named.

4. If any organisation entitled to nominate a member of the Pavilion Committee ceases to exist or fails to make a nomination before the Annual General meeting of the Pavilion Committee, the Pavilion Committee shall recommend the means to fill the vacancy, if at all.
5. A casual vacancy on the Pavilion Committee may be filled by the Parish Council at the Pavilion Committee's recommendation.
6. The Parish Council may dissolve or alter membership of the Pavilion Committee but shall notify such a decision to the Pavilion Committee at least three months before the date on which the Parish Council wishes the Pavilion Committee to cease or be revised.

C. Officers

The Pavilion Committee at their first meeting in each year will elect from their number the following officers:

Chairperson
Vice Chairperson

D. Annual Report

Annual reporting of the Pavilion Committee will be included with the Parish Council annual procedures. In April each year the Pavilion Committee will submit an annual report.

E. Reports to the Parish Council

The Pavilion Committee will, where appropriate, submit a report for each monthly Parish Council meeting, as well as the minutes of each monthly Pavilion Committee meeting.

F. Minutes

1. Minutes of each meeting will be circulated to each member of the Pavilion Committee not later than the day of issue of the summons to attend the following meeting. A copy of the minutes will be made available for the Parish Clerk after each meeting.
2. After consideration, the minutes will be approved for signature by the person presiding at the next meeting of the Pavilion Committee as a correct record.
3. All minutes of the Pavilion Committee will be kept open for the inspection of any member of the Parish Council.

G. Accounts

1. The Pavilion Committee will not hold its own bank account. All banking to be done through the Parish Council bank account via the Clerk and subject to the Financial Regulations of the Parish Council.
2. The Pavilion Committee will have the authority to approve incidental purchases to the value of £1,000.00 for items that have been agreed as part of the annual business plan. Any purchases over this amount or outside of the agreed business plan must be presented to the Parish Council for approval along with three quotes.
3. Local Authority business rates payable on the building and Low Field will be paid by Barrowby Parish Council.
4. The Parish Council in conjunction with the Pavilion Committee will make arrangements to adequately insure the Pavilion building, contents and the managed land area. Groups using the Pavilion and facilities on Low Field will be responsible for insuring their own equipment and must have full liability insurance.

H. Meetings

1. The Pavilion Committee will meet every 4-6 weeks.
2. An Annual General meeting will be held in May each year.
3. If the Chairperson is absent from any meeting, the Vice-Chair will preside. In the absence of the Chairperson and Vice Chair the members present will choose one of their number to preside at that meeting.
4. The Chairperson (of the Pavilion Committee or the Parish Council) may summon an additional meeting of the Pavilion Committee at any time subject to meeting arrangements being complied with.
5. Matters will be determined by a simple majority of votes of members present and voting, but in the case of an equality of votes the Chairperson of the meeting will have a second or casting vote.
6. Voting will be by show of hands, or, if at least two members request, by signed ballot and noted in the minutes.
7. The Pavilion Committee will decide on the number of members who will form a quorum at meetings provided that the number of members who will form a quorum will not be less than 4.
8. The Pavilion Committee and Parish Council may meet jointly on a quarterly basis or when the need arises.

Approved Parish Chairperson

Signature _____ Date _____

Print Name _____

Acknowledged Pavilion Committee Chairperson

Signature _____ Date _____

Print Name _____