



Barrowby Parish Council

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Pavilion and Lowfields Users Group Terms of Reference

1. Name

The Group shall be known as the Pavilion & Lowfields Users Group (“the Group”).

2. Status

- The Group is a Working Group of the Parish Council.
- It is not a Committee and has no delegated decision-making or spending authority.
- It exists to support operational liaison between regular users of Parish Council facilities and the Parish Council.

3. Purpose

To provide a structured forum for organisations using the Pavilion and/or Lowfields to:

- Share operational matters relating to the use of facilities.
- Raise maintenance, access, safety or scheduling concerns early.
- Promote positive collaboration between user groups.
- Support safe, effective and respectful shared use of community assets.

4. Scope

The Group may discuss and report on matters including (but not limited to):

- Condition, usability and upkeep of the Pavilion and Lowfields.
- Pitch condition and scheduling, including seasonal sport requirements.
- Changing facilities and storage.
- Access and security concerns.
- Car parking arrangements.
- Cleaning and waste.
- Safety risks and safeguarding considerations.
- Minor operational improvements requested by user groups.

Matters relating to policy, capital projects, fees/charges, contracts, procurement or strategic development remain the responsibility of the Parish Council and/or Buildings & Assets Committee.

5. Membership

Membership is open to representatives of recognised Pavilion and Lowfields user groups.

These include, but are not limited to:

- Football Club
- Cricket Club
- Pre-School

Additional groups may be added as facility usage changes.

Membership expectations:

- Each organisation nominates one primary representative and one substitute.
- Council officers may attend (Assistant Clerk / Clerk).
- Councillors may attend as observers or liaison representatives.

6. Meetings

- The Group shall meet twice per year to discuss operational matters.
- An additional annual Contract Agreement Meeting shall be held to review Pavilion & Lowfields hire/usage agreements prior to each sporting season.
- Extraordinary meetings may be called if needed to address urgent operational problems.

The Group may set its own chair from among its members unless the Council appoints one.

7. Reporting

To ensure a continuous flow of information:

7.1 Monthly Reporting

Each user organisation shall provide a monthly update to the Assistant Clerk summarising:

- Maintenance issues
- Safety concerns
- Facility damage or wear
- Access/booking issues
- Any matters requiring Council action

Monthly reports may be submitted in writing or via a simple standard template.

7.2 Meeting Reports

Following each formal meeting, the Group will produce a written summary report to the Clerk, documenting:

- Topics discussed
- Issues identified
- Any recommendations for Council consideration

The Clerk will forward reports to the Buildings & Assets Committee and escalate urgent issues when required.

8. Decision-Making and Authority

- The Group cannot authorise expenditure, instruct contractors, negotiate contracts, or change hire policies.
- The Group may make recommendations only to Council via the Clerk.
- All financial, contractual and policy decisions remain with Full Council or the Buildings & Assets Committee.

9. Conduct

Members are expected to:

- Work collaboratively and constructively.
- Recognise the shared-use nature of community facilities.
- Show respect for other users and for Council staff.
- Report safeguarding concerns immediately to the Clerk — not wait until a meeting.

10. Review

These Terms of Reference will be reviewed annually by the Buildings & Assets Committee and referred to Full Council for approval.

Document control

- **Owner:** Buildings and Assets
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes

- **Next review due:** January-March 2027 at Buildings and Assets for formal adoption at Parish Council May 2027