

Terms of Reference for Pavilion Sub Committee

Pevensey Parish Council as the parent body can form Sub Committees to carry out specific detailed tasks on any matter that falls within its powers.

The Full Council may form or disband a committee who will carry out tasks as defined by Full Council.

Specific Terms of Reference, including if necessary delegated powers, will be prepared by the Clerk for ratification at the next Full Council Meeting following the Committee being established.

1. Membership

- 1.1. Members of the Sub Committee will be appointed by the Parish Council and will consist of a minimum of **5** parish councillors unless otherwise specified. Including the Parish Council Chair and/or Vice Chair.
- 1.2. The Quorum for a meeting will be a minimum of 3 council members.
- 1.3. The term of membership for this Sub Committee will be for a period of one year or for the next Annual meeting of the Full Council or time limited for a period of 6 months.
- 1.4. The Annual Meeting of the Council can re-confirm the Committees membership and terms of reference or appoint other council members to serve for the forthcoming civic year.

2. Areas of responsibility

- 2.1. All matters relating to the maintenance, refurbishment, repair or rebuilding of the Pavilion Wallsend Road Recreation Ground and any associated work in the surrounding area except for those matters explicitly reserved for the Full Council.
- 2.2. These include but are not restricted to. Drawing up applications for funding in connection with proposed redevelopment of the Pavilion, recommending to Council on the appointment of a main contractor, on the basis of competitive tenders and managing the rebuilding/refurbishment project (including overall management of a 'Project Manager' for a the project, it main contractor and any subcontractor) should funding for it become available.

3. Meetings

- 3.1. Meetings will be determined by the sub-committee, depending on how the project progresses. The Clerk will attend all meetings.
- 3.2. Formal agendas and minutes are required.
- 3.3. The Sub Committee shall report formally to each meeting of the Council with information updates to Council members following each meeting.
- 3.4. The Meetings of Committee are not open to Press and Public.

4. Conduct

- 4.1. The Councillor's code of conduct will apply to all members of the sub-committee.
- 4.2. The conduct of the meetings (declarations of interest, debate voting etc) will be governed by the Councils Standing Orders.

5. Powers

- 5.1. The Sub-Committee cannot make decisions on behalf of the Parish Council, and any recommendations made by sub-committee will be subject to approval by the Full Council.
- 5.2. The Sub-Committee is empowered to act on behalf of the Parish Council as it considers

appropriate on all matters with its area of responsibility, except that it may not exercise those powers that are explicitly reserved for meetings of the Full Council and provided that it stays within the constraints of Council's Standing Orders and Financial Regulations.

- 5.3. The Sub Committee can appoint non-elected members who have specific knowledge / expertise on the subject to assist the Committee. Non-elected members do not have voting rights.
- 5.4. The Sub-Committee may delegate authority to act on its behalf to the Clerk. These actions shall normally be carried out in consultation with the Chair of the Committee.

6. Responsibilities and Areas of Operation

- 6.1. To tackle issues as directed by the Council.
- 6.2. To be task specific and time limited.
- 6.3. To examine an issue in detail, read reports and related materials, examine options, and obtain advice for the Council.
- 6.4. To act as experts and/or liaise with experts.
- 6.5. To make recommendations to Council. To explain the recommendations, reasons, options to the Full Council by way of a written report.
- 6.6. To answer questions from the Council.

7. Budget

- 7.1. The Committee has no budgetary spending. Unless agreed and amended by the Full Council.