

## **Meopham Parish Council Judson's Pavilion Committee**

### **Terms of Reference**

#### **1. Areas of Responsibility**

- 1.1. All matters relating to the maintenance, refurbishment, repair or rebuilding of the Pavilion at Judson's Recreation Ground and any associated work in the surrounding area except for those matters explicitly reserved for the Full Council.
- 1.2. These include but are not restricted to: drawing up applications for funding in connection with the proposed redevelopment of the Pavilion, recommending to the 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 the project, its main contractor and any sub-contractors) should funding for it become available.

#### **2. Membership**

- 2.1. The Committee will consist of up to **SEVEN** Councillors, which will include the Parish Council Chairman, and where possible, 2 members from each Ward, appointed at the Annual Council Meeting each year in May
- 2.2. The Chairman and Vice Chairman will be elected at the Annual Council Meeting in May.
- 2.3. The Quorum for a meeting will be a minimum of 4 Councillors

#### **3. Meetings**

- 3.1. The Committee will meet at least 3 times per annum

#### **4. Conduct**

- 4.1. The Councillors' Code of Conduct will apply to all members of the Committee
- 4.2. The conduct of the meetings (declarations of interest, debate, voting etc) will be governed by the Council's Standing Orders.

#### **5. Rights and Powers**

- 5.1. The Committee is empowered to act on behalf of the Parish Council as it considers appropriate on all matters within 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 its annual budget and the Council's Standing Orders and Financial Regulations.
- 5.2. The Committee may appoint working group(s) and their members to facilitate its work.
- 5.3. The Committee may convene extra-ordinary meetings in accordance with the Council's Standing Orders
- 5.4. The Committee may delegate authority to act on its behalf to the Parish Clerk. These actions shall normally be carried out in consultation with the Chairman of the Committee.

## **6. Budget**

**6.1.** The Committee is responsible for the production of estimates of its proposed expenditure for the next financial year, broken down under a number of budget headings, for submission to the Full Council for approval.

## **7. Training**

**7.1.** Members of the Committee are encouraged to attend appropriate training.

**Approved – 14 May 2019**

**Amended and approved: FC 29.10.19**