

# HARTLEBURY PARISH COUNCIL

## Parish Hall Environs Development Steering Group

### Terms of Reference

- Name: Parish Hall Environs Development Steering Group
- Membership: Initially 7 Parish Councillors on the Playing Fields Committee and 1 District Councillor; this group will be complemented by Community Volunteers at the discretion of the Group. The Chair will be selected by the initial membership.
- Purpose: The purpose of the Steering Group will be to implement the outline plans defined by the Playing Fields Committee which will include but may not be limited to:-
1. Defining a design specification.
  2. Undertaking public consultation.
  3. Tendering. (\*note)
  4. Seeking external funding. (\*note)
  5. Collating the complete plan
  6. Consulting with WDC officials. (\*note)
  7. Applying to the WDC Localism Panel for funding. (\*note)
- Roles: At the first meeting a Chair, Vice Chair and Secretary will be elected.
- Responsibilities: In addition to chairing the meeting the Chairperson will be responsible for:
1. drawing up an agenda.
  2. reporting to the full Parish Council with recommendations for significant decisions, including those with cost implications.
- The Secretary will be responsible for:
1. circulating the agenda to members of the Steering Group by an agreed communication method at least 3 days before the meeting.
  2. keeping a relevant record of the meeting.
  3. publicizing dates of meetings as appropriate.
  4. booking an appropriate meeting facility.
- The Group has no authority to incur any costs (apart from administrative costs such as hiring a meeting room); all spending decisions must be referred back to the full Council.
- Meeting Schedule: Meetings will be bi-monthly and will be open to the public.
- The Steering Group will run for a time limited period.

Note (\*) relates to duties to be undertaken by Council members only and also in relation to our governance and procedures.