STRETTON ON DUNSMORE PARISH COUNCIL

Terms of Reference for the Pavilions and Open Space Working Group

1. Purpose

The Pavilions and Open Spaces Working Group is appointed to make recommendations to the Parish Council on the development and implementation of a leisure and recreation strategy and as part of that strategy, consider:

- options for the use, improvements and development of the existing leisure, recreation and open space facilities within the Parish, including the two pavilions;
- what the priorities should be for leisure, recreation and use of open spaces having a regard for the Biodiversity Policy.
- quotes, estimates, proposals and applications for grants
- consider funding opportunities to achieve these priorities which may include the allocation of S106 money.
- Proposals suggested by the Parish Council

2. Membership

The Working Group should as minimum have a membership of three Parish Councillors and members of the electorate. The core membership will be agreed at a Meeting of the Parish Council. Members of the electorate or representatives of community groups may join or leave as may be.

3. Governance

The Working Group does not have the power to make decisions. It can gather quotes and meet with contractors or suppliers to obtain quotes or estimates. It should report to the full council minimally twice a year.

Reports or project proposals should be in written format and be comprehensive when asking for a decision to be taken by the Parish Council. Reports or proposals should be provided to the Clerk at 7 days before a Parish Council meeting so the item can be listed on the agenda and documents circulated to Parish Councillors.

4. Meetings

Meetings can be in person or virtual, convened in locations and at times to suit the working group. It has no need to appoint a chair or lead. Notes may be taken by members, but they do not require formal agendas and minutes.
The Parish Clerk should be informed of the planned meetings but is not required to attend.