



Sports Pavilion Working Group

Terms of Reference

1. Introduction

The Working Group is appointed by Eynsham Parish Council and will report to Finance Committee/Full Council. The working group's duties are defined and agreed by the Full Council who may vote, at any time, to modify them. The working group will comply with the Council's Standing Orders, Financial Regulations and policies.

These Terms of Reference confirm the Committee's responsibilities as follows:

2. Membership

No fewer than 3 elected Parish Councillors. The membership will be appointed/reviewed by Full Council/Finance Committee at the time of creation.

Non-members may be co-opted to the committee (Local Government Act 1972 s.102(3)) because they offer specialist knowledge, expertise or enthusiasm for the work or the committee.

Non-members are expected to adhere to all council policies and procedures including EPC's Standing Orders and Code of Conduct and shall preserve the confidentiality of discussions held at meetings.

At least two elected members must be present for the meeting to be quorate. If the meeting is not quorate, it shall be adjourned and any business not transacted, shall be moved to the next meeting, or handled under delegated authority, in line with council policies and procedures.

At its first meeting, it will elect a Chair to preside at its future meetings and will also elect a Vice Chair if it wishes.

3. Meetings

Meeting shall take place at a frequency relevant to its work, at a time and place agreed by the working group.

The Lead Officer for this committee is TBC, who will be responsible for setting and circulating the agenda.

Written minutes will be taken to record the working groups decisions and will be circulated to all members. The Clerk and Deputy Clerk will be responsible for arranging the recording and distribution of the minutes. The minutes will be published online. If the Clerk is not available the Deputy Clerk or Responsible Finance Officers, may step in.

4. Responsibilities

The working group will defer any matter it considers appropriate to the Finance Committee of Full Council for resolution.

The working group is responsible for making resolutions in respect of the following:

- (a) Exploring modifications from previous designs for a replacement sports pavilion at Oxford Rd South and preparing planning applications
- (b) Liaising with sporting governing bodies and external partners and stakeholders, to ensure designs incorporate required specifications, including those of its hirers and carbon neutrality.
- (c) To explore external funding opportunities and write and submit grant applications to funding bodies
- (d) To refresh and draft any current/new documentation to support planning and grant applications.
- (e) Representation at WODC Planning Liaison meetings, as arranged

5. Budget Responsibilities

The Pavilion working Group currently has responsibility for funds held within Pavilion earmarked reserves and S106 allocations for the Pavilion.

Any expenditure shall be requested in line with council policies and procedures, from the Finance Committee/Full Council.

6. Delegated authority

In line with the council's scheme of delegation and Financial Regulations, the Clerk/Deputy Clerk/RFO shall liaise with the Chair/Vice Chair.