

# Cockshutt cum Petton Parish Council

Chairman: Cllr J Dickin

## **Jubilee Field Advisory Committee Terms of Reference**

The objective of the Jubilee Field Advisory Committee is to advise Cockshutt cum Petton Parish Council on the development of Jubilee Field into an area providing recreational facilities which are of the community's choice.

### **1. Membership of the Advisory Committee**

The Committee will comprise of a minimum of 8 members, up to a maximum of 11 members, of which a core membership will be made up of: 2 Parish Councillors (one to chair), 2 members of the Millennium Hall Management Committee, a representative from Cockshutt C of E Primary School, a representative from Cockshutt Pre-School and 2 residents of the Parish. The Committee may co-opt other non-Council members if it so wishes but such co-options will be subject to approval by the Parish Council.

### **2. Quorum**

The quorum of the Committee will be 4 members.

### **3. Meetings**

The Committee will meet at least 5 times a year. Additional meetings can be called by the Committee as and when required. Minutes from meetings will be made available to the Parish Council.

### **4. Powers**

The Advisory Committee cannot make decisions of behalf of the Parish Council. It will make recommendations upon which the Parish Council can base decisions and instructions.

### **5. Clerk to the Advisory Committee**

The Parish Clerk will act as Clerk to the Committee.

### **6. Responsibilities and areas of Operation**

The primary function of the Jubilee Field is to be used for recreational purposes. The aim is to utilise the Field and any facilities to their maximum potential. Therefore, it is vitally important that they reflect the community needs/wishes. To achieve this aim the Advisory Committee should consider at least 5 key stages: Stage 1 - A suitable period of public consultation to ascertain what is required. Consultation should be carried out by a range of methods to ensure the whole community has considered its response and engages with the project. Stage 2 - Feasibility studies on suggested facilities to cover development and on-going management.

Stage 3 - Studies referred back to the community for comment and approval of preferred option.

Stage 4 – Obtain required funds. Grants may well be required.

Stage 5 – Manage project until complete.

The Advisory Committee will consider all actions, tasks and costs associated with each stage and make recommendations to the Parish Council. Following approval of recommendations and subsequent instructions from the Parish Council, the Advisory Committee will be responsible for ensuring they are carried out and assess their outcome prior reporting back to the Parish Council.

## **7. Governing Instruments**

The Advisory Committee will adhere to all relevant Statutory Laws and Regulations and the Parish Council’s Standing Orders and Code of Conduct.

Approved by the Parish Council at the meeting held on .....

Signed .....

Date .....