

# Appleton *with* Eaton

— Parish Council —

## Pavilion Working Group

### **Introduction**

The role of a working group of the Parish Council is to consider specific issues as directed by the Parish Council including:

- To examine an issue in detail, read reports and related materials, consider all options, recommend obtaining specialist advice to the Parish Council and obtain specialist advice at the instruction of the Parish Council
- To co-opt, where necessary, other councillors and non-council members to provide such specialist advice.
- To make full and detailed recommendations to the Parish Council.
- To maintain notes of all meetings and formulation of recommendations.
- To answer questions from the Parish Council in their delegated area.

Working Groups do not have any delegated powers to make decisions binding upon the Parish Council.

The Parish Council has oversight of the recommendations of the Working Group, in order to openly display that all suitable considerations have been taken into account. Any questioning and challenging will be at a full Parish Council meeting to ensure full transparency in the eyes of the electorate.

### **Remit**

- Phase 1: To consider the future of the Pavilion to include:
  - Consultation with residents and user groups, as appropriate
  - Review of compliance with current building codes
  - Analyse the above to move to Phase 2
- Phase 2: To create a fully scoped proposal for the Pavilion project in response to Phase 1 to include:
  - Seeking proposals
  - Seeking quotes for chosen design(s)
  - Recommend planning permission if required to be obtained by the Parish Council

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- Seeking funding and where applicable applying for grant funding in conjunction with the Parish Council
- Organising and managing fundraising projects to contribute funding, if needed.
- Where applicable, working with the other stakeholders, to facilitate individual projects, including conducting consultations with user groups and residents.
- Phase 3: To execute the proposal from Phase 2 to include:
  - Managing sub contractors in conjunction with the Parish Council, ensuring the project is carried out as planned
  - Ensuring Parish Council policies and procedures are followed, i.e. creating risk management, insurance, etc.

## **Frequency of Meetings**

To hold meetings, as required, to support the remit and scope of the Pavilion project. To keep notes of meetings and provide regular updates to full Council.

## **Membership**

The Committee will be comprised of at least two councillor members, plus at least three non-Councillors, including members of user groups, who are appointed by the full council, with a quorum of three.

A leader shall be appointed at the first meeting of the Group, and the first meeting after the annual meeting of the parish council each year after that.

## **Delegated Authority**

The Pavilion Working Group has delegated authority to:

- Pursue the project as detailed in this Terms of Reference and conduct on behalf of the full council any appropriate consultations, investigations, quote seeking and funding seeking required in the process of forming a final recommendation on the project.
- On approval of these terms by full council the Clerk is given delegated authority to spend funds for these purposes within a budget as set by the full council.

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A formal proposal for each stage of the full scoped project including funding to be approved by Full Council.

This Terms of Reference was adopted at the Parish Council meeting of the 19th May 2026 and will be reviewed at the Annual Parish Council meeting in May 2027.