

# **Ettington Parish Council Football Pitch Working Group**

## **Terms of Reference**

### **1 Introduction**

Ettington Parish Council is the lessee for the football pitch used primarily by Ettington Rovers but also by Ettington Veterans and others. The lessor has approached the parish council to request consideration of moving the pitch. At the meeting of the council held on 13 January 2021 it was agreed that a working group be formed to consider this proposal. These Terms of Reference are in respect of a Working Group convened to progress the decision making process in response to the request;

### **2 Membership**

2.1 The Working Party will comprise portfolio holders for Playing Field, Allotments and Planning. Initial membership, which may change from time to time will be Cllrs Ruth Hawksworth(planning), Rich Smith (Allotments), David Hughes (playground) Ian Houghton and Rosemary Whitfield;

2.2 Members will be required to abide by Ettington Parish Council's Code of Conduct and other policies and procedures;

2.3 Additional members, from the community of Ettington, can be coopted if thought appropriate and agreed by the Council;

2.4 Notification will be given to Ettington Parish Council of coopted members who will also be required to abide by Ettington Parish Council's Code of Conduct;

### **3 Support**

Support will be provided to the Working Group by the Clerk to the Council;

### **4 Meetings**

4.1 The Working Group will meet on an ad-hoc basis as required;

4.2 No formal agenda will be necessary and the meetings will not be open to the public;

4.3 Notes of meetings will be taken, kept and made available on request;

### **5 Remit**

5.1 To establish detail of offer by the lessor;

5.2 To consult with interested parties;

5.3 To form a view in respect of the offer by the lessor taking account of consultation, impact on the community and its environs, any relevant SDC documents and the Ettington and Fulready Neighbourhood Plan;

5.4 To make regular reports on progress to the Council;

## **6 Limitations**

6.1 The Working Group will not commit any funding or enter into any contracts without the Parish Council making a resolution in line with its recommendation other than as defined in 8 below;

## **7 Role of the Parish Council**

Support the Working Group by providing the resources necessary for it to function in line with these Terms of Reference;

## **8 Finance**

8.1 Any grants and funding will be applied for and held by the Parish council, who will ring-fence the funds for the purpose defined in the application(s);

8.2 Any planned expenditure will require authorisation of the Parish Council before expenditure is incurred;

## **9 Application**

These Terms of Reference shall apply from the date at which they are adopted by the Parish Council;

## **10 Dissolution of the Steering Group**

10.1 The Working Group will continue until the Project is complete.

Approved at the meeting of Ettington Parish Council on 10 February 2021