

BEMBRIDGE PARISH COUNCIL

STEYNE PARK PROJECT TERMS OF REFERENCE

Adopted: 21st May 2018

GENERAL

The Parish Council will appoint the working group and determine the composition, quorum, role and functions.

The Terms of Reference should be read in conjunction with the Parish Council's adopted Standing Orders and Financial Regulations.

In applying the Terms of Reference, the working group is empowered to consult, insofar as it might consider it necessary or desirable, with any other committee of the Parish Council or with any other Council or outside body, group or person.

The Steyne Park Project Group has the following delegated decision making:-

To implement projects and events that complies with the roles and functions and are within the set budget or grant funded.

COMPOSITION

1. The working group will comprise minimum 6 members, 3 to be Parish Councillors, although other members may be co-opted for specific tasks.
2. The working group will elect a Chairman and Vice-Chairman.
3. The Quorum of the working group shall be 5 members, 2 to be a Parish Councillor.

ROLE AND FUNCTIONS

4. The working group shall undertake the following role and functions:
 - Organise and facilitate meetings to gather views and consult on ideas
 - Assess existing evidence about the needs and aspirations of the village
 - Liaise with relevant organisations to secure their input in the process
 - Complete grant funding's applications and fund raise to achieve projects and events that are of benefit to the village
 - Identify work needed and additional facilities at Steyne Park that would benefit the community
 - Keep the Parish Council fully informed of progress
 - Produce a spending and expenses statements for Parish Council's approval