

## Template Terms of Reference

Rockbourne Parish Council

Rockbourne Recreation Promotion Group/Advisory Committee

### Purpose of the Working Group

The Working Party is an advisory group of council members and members of the public to research and advise the council on the development, promotion and upkeep of the Recreation ground and Pavilion. This will also include working with the Village hall, St Andrews Church and the Rose and Thistle on development within Rockbourne as a whole.

Agenda items to be worked on and discussed, amended and adapted to over the 2024 period.

### Terms of Reference

1. The working group will consist of 2 council members and the clerk in an advisory capacity, determined by the parish council. Membership is determined at the annual meeting of the council, or at a full council or committee meeting.
2. The working group may invite 5 members of the public to join the efforts of the group and to attend meetings in a work and advisory capacity with no voting rights.
3. At the first meeting of the working group, members shall:
  - a. Review these terms of reference
  - b. We will appoint a council member as Lead who will ensure all members of the working group are kept informed and involved with progress, and act as the primary contact to the council.
4. In line with the purpose set by the council, the remit of the working group is to:
  - i. Work closely with Rockbourne CC to ensure up keep and continued condition of pavilion and grounds.
  - ii. Overall Profit and loss within the assigned budgets.
  - iii. Look into promotional avenues to provide an income as a usable venue.
  - iv. Work with the village to promote the Recreation ground as a venue and its benefit to Rockbourne as a whole.
5. The working group will not have any delegated powers to make decisions for or on behalf of the council and will not exceed its purpose or remit without the council's permission.
6. The working group will report to the parish council and will provide reports at the monthly meetings.
7. Meetings of the working group are informal and therefore do not need to be held in public (unless the council/committee stipulates that they should) and may be held remotely.
8. Meetings of the working group do not need to be minuted, but minutes are considered best practice to allow for accurate reporting to the council.
9. Once the purpose of the working party has been fulfilled, the group will be disbanded.

The working group is an informal advisory group and any decisions made by the group cannot bind the council. The council will consider the advice provided by the working group but are under no obligation to accept the advice as a basis for any decisions made by full council/committee.

Lead Councillor	Justine Wallis
Assistant Councillor	Andy Leeson
Rockbourne CC rep	Marcus Locock
Rockbourne Village Hall rep	Bea Churchill
Village Design rep	Sara Jayne Pierrepont
Village rep	TBC