

Norton Parish Council

Terms of Reference: Village Hall Working Party

1. The Working Party will consist of 3 councillors. The make-up will be determined by the council.
2. The working party may invite members of the public to attend meetings in an advisory capacity on an ad-hoc, usually temporary, basis.
3. At its first meeting the working party members shall:
 - Review the scope of their Terms of Reference
 - Appoint an elected member as Lead Member who should ensure all the working party's members are kept informed and involved with progress and report back to the council.
4. In line with the task set by the Council, the purpose and remit of the working party is to investigate whether:
 - purchasing the village hall is in the best interest of the village;
 - investigate funding (loans/grants) available for this purpose;
 - establish repayment options versus income from bookings;
 - whether leasing remains the best option.
5. The group does not have delegated powers to make decisions on behalf of Norton Parish Council nor should exceed its purpose and remit as outlined above without the establishing body's sanction to a change to this Terms of Reference.
6. The group reports to Norton Parish Council and will provide regular updates at council meetings.
7. Recommendations requiring approval will be provided in writing, including detailed reasons, at least 10 days in advance of the council's next scheduled meeting to ensure they are listed appropriately and timely on the meeting agenda.
8. Meetings of the working group are not usually public meetings and informal meeting venues may be used.

December 2019