



## **WORKING GROUP TERMS OF REFERENCE**

### **Clubhouse at Champions Manor Hall**

These terms of reference are in conjunction with South Woodham Ferrers Town Council Standing Orders.

#### **1. NAME**

1.1 This Working Group shall be called, "Clubhouse at Champions Manor Hall" (The Group).

#### **2. COMPOSITION**

2.1 The Group shall be open to councillors, staff representatives and residents.

2.2 The group is open to any Councillor who wishes to be a member. There shall be up to 6 councillor members and 3 members of the public. Other councillors may attend where they have ideas or suggestions they wish to put forwards. The Clerk or officer shall be a member. Other interested members of the public may be coopted onto the Working party by the Council members.

#### **3. CHAIR**

3.1 The position of Group Lead will be held by a councillor and will be chosen by the Group. The position shall be reviewed annually.

3.2 The Lead shall be responsible for co-ordinating the Group and reporting progress to the Town Council in conjunction with the Clerk.

#### **4. QUORUM**

4.1 There is no quorum for meetings as the Group is not a delegated (decision making) committee.

#### **5. CONDUCT OF THE MEETING**

5.1 As an undelegated Working Group, the provisions of the Public Bodies (Admission to Meetings) Act 1960 section 1 (1)), The Openness of Local Government Bodies Regulations 2014 and Local Government Act 1972, Schedule 12, para 41(1) shall not apply.

5.2 In accordance with paragraph 5.1, no formal agenda, nor minutes, are required of the meeting.

5.3 In consideration of paragraph 5.1, the Group is free to operate as it feels appropriate, which may include meeting face-to-face, meeting virtually, collaboration on email etc.

5.4 Any information shared that is commercially sensitive should be kept within the membership of the Group.

5.5 Any communications to be shared by the Group must go through the usual Town Council channels, via the Town Clerk, and must comply with the Town Council communications and social media policies.

## **6. AREA OF OPERATIONS**

The Group is set up with the following objectives:

6.1 To generate all ideas for a clubhouse at Champions Manor Hall

6.2 To investigate the requirements, constraints and resources for recommended ideas.

6.3 To assist in the arrangements for a potential Clubhouse if agreed by Council.

6.4 To identify resource requirements for proposed actions. This may include staff resource and financial resources.

6.5 To recommend any public engagement exercises that may be considered necessary or beneficial (see 5.5 above).

## **7. POWERS AND RESPONSIBILITIES**

7.1 The working group has no delegated authority, so no power to make decisions or representations on behalf of the Council.

7.2 Making recommendations to Council on ideas, investigations and discussions within the Working party for a potential Clubhouse on the land at Champions Manor Hall. This will include budget, design and location.

## **8. HEALTH AND SAFETY**

8.1 To satisfy itself that Health and Safety and governance procedures are being followed in relation to the Working Group's remit.

## **9. ENVIRONMENT**

9.1 To consider environmental, conservation and climate change matters in conducting the functions of the Working Group and in reaching all decisions.

## **10. EQUALITY AND DIVERSITY**

10.1 To consider equality and diversity (race, gender, sexual orientation, marital status and disability), tackling disadvantage, reducing social exclusion, and supporting society's most vulnerable groups, in conducting the functions of this Working Group.

## **11. FURTHER INFORMATION**

11.1 The Working Group shall be report to Full Council for approval on all action.

11.2 The Working Group make recommendations to Full Council regarding its own Terms of Reference.

11.3 The Town Council may not always be able to act on all advice offered and there is no formal obligation to do so.