



MAYLAND PARISH COUNCIL

Lawling Park Committee Terms of Reference

Adopted 26th June 2018

The Lawling Park Committee is appointed to make decisions regarding the Lawling Park, Lawling Park Hall and Bakersfield park area, subject to budget and expenditure limits decided by the full parish council.

- a) The Committee will comprise a minimum of four members, each of whom will be a Councillor.
- b) The quorum will be three Councillors.
- c) Appointment of members to the committee will normally take place at the Annual Meeting of the council and remain in effect until the next Annual Meeting.
- d) A chairman will be elected annually by the Committee at its first meeting.
- e) Meetings of the committee will be convened in accordance with the Parish Council's standing orders.
- f) Substitute members may be nominated and appointed, in accordance with the Parish Council's standing orders, to take the place of an ordinary member who cannot attend and without whom the meeting would be inquorate.
- g) Any member of the parish council may attend any meeting of the Lawling Park Committee, but their right to participate in the meeting will be equal to that of a member of the public.
- h) The public and press are permitted to attend committee meetings, however they may be excluded temporarily if their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Exclusion will be by a resolution giving reasons for that exclusion.
- i) Meetings shall be held according to (but not restricted to) the Parish Council's calendar of meetings as approved at its Annual Meeting.
- j) Reporting to the full Parish Council will be by:-
 - i. circulation of minutes to all Councillors and acknowledgement of this at the next meeting of the full Council (the Parish Clerk will be responsible for the recording and distribution of minutes) and
 - ii. an annual report to summarise the work undertaken in exercise of the Committee's delegated powers.
- k) The Committee shall undertake the following roles and functions: -

- i. management and maintenance of the Lawling Park Hall and the Lawling Park and Bakersfield park areas;
- ii. management of the delegated annual budget and
- iii. setting of hire fees for hall and park facilities.