

Ilmington Pavilion Committee – Terms of Reference

1. Purpose

The Pavilion Committee is established to oversee the day to day operation and maintenance of the Council-owned sports pavilion and associated facilities to ensure they are safe, well-maintained and fit for purpose.

2. Membership

The committee shall comprise of a minimum of three parish council members.

The committee may co-opt a maximum of **three** non-councillors as voting members to fill gaps in experience, skills and resources, as and when required.

A chair shall be elected from the voting members of the committee at the first meeting of the committee held after the Annual Parish Council meeting.

3. Quorum

The quorum shall be three voting members to include at least one councillor.

No business shall be transacted unless a quorum is present.

4. Meetings

The Committee shall determine its own meeting dates and schedule, provided it meets as often as necessary to carry out its responsibilities effectively.

Notice of meetings shall be given in accordance with the Council's standing orders and relevant legislation.

5. Delegated Powers

The Committee has delegated authority to consider and decide upon matters related to general day-to-day operation and maintenance of the Pavilion and associated facilities within agreed budgets and in accordance with relevant policies set by the Council.

6. Reporting

Draft minutes of a Committee meeting will be published at the earliest opportunity, and submitted to the next suitable meeting of the full Council.

In the absence of the Clerk, the Committee shall appoint a minute taker at meetings.

7. Members' Obligations

All members of the committee, whether councillor or co-opted, must comply with the Council's Code of Conduct.

8. Review

These Terms of Reference shall be reviewed annually by the Council or as required.

9. Dissolution

The parish council may at any time make a resolution to dissolve the Pavilion Committee.

These terms of reference were adopted on 3rd July 2025.