

DRAFT, 14 March 2018

DUXFORD PARISH COUNCIL
BREWERY FIELD WORKING PARTY
TERMS OF REFERENCE

The Brewery Field Working Party is responsible for developing proposals to manage the design, funding, construction, evolution and on-going maintenance of the community green space known as Brewery Field, to the benefit of all residents.

Membership

1. Membership of the Working Party shall comprise 3 serving Parish Councillors and any co-opted members who are residents of the Parish of Duxford.
2. The Chairman of the Parish Council is ex-officio of the Working Party and has full voting rights at Working Party meetings.
3. Members of the Working Party shall be elected at the Annual General Meeting of the Parish Council.
4. The Chairman and Vice Chairmen of the Working Party shall be elected at the first meeting of the Working Party following the Parish Council's Annual General Meeting.

Meetings

1. Working Party meetings are to be conducted in accordance with the Parish Council's Standing Orders and are to be held as needed when directed by the Chair.
2. Co-opted members shall have voting rights.
3. Three Parish Councillor members of the Working Party shall constitute a quorum for meetings.

Responsibilities

1. To advise and make recommendations for all matters relating to Brewery Field, including, where appropriate, the design, budget, funding, business plan and timetable for construction and completion and on-going maintenance.
2. To implement actions that are agreed by the Parish Council.
3. To contact professional advisers when necessary and form working groups as required to progress the development and management of the site.
4. To prepare a strategy for communicating, consulting and actively involving local residents in matters relating to the improvement and on-going management of site, including the organisation of working parties of volunteers when possible.
5. To raise money through grants and fundraising for the construction and on-going maintenance of the site, to minimise any necessary contribution from precept.

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6. To liaise with the Village Hall working party to ensure a coordinated approach to fundraising and that the two projects are not competing for the same grants or funds.
7. To develop a strategy that will ensure that the site is maintained in good order, through the assignment, management and monitoring of work performed by the Council's maintenance contractor/s.
8. To propose and recommend environmentally sound actions that will improve sustainability and to resolve any issues arising.
9. To prepare an appropriate budget for review by the Parish Council's Finance Committee in November of each year and to monitor income and expenditure against the annual budget approved by the Parish Council.
10. To recommend expenditure on those matters that fall within the responsibility of the Working Party up to the sums contained in the annual budget approved by the Parish Council, provided that any unplanned expenditure in excess of £200 shall be subject to prior approval by the Parish Council.

Reporting to Parish Council

The Chair of the Working Party must report to each full Parish Council meeting all activities undertaken since the last full Parish Council meeting (or identify that no activities were conducted), in order that progress against Terms of Reference may be noted and decisions (as are permitted under Parish Council Standing Orders) may be ratified.