

# Village Hall Lease Working Group

## Terms of Reference

Approved: XXXXX

### PURPOSE OF THE WORKING GROUP

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#### GENERAL

1. The Parish Council will appoint the Working Group and determine the composition, roles and functions.
2. The Terms of Reference should be read in conjunction with the Parish Council's adopted Standing Orders and Financial Regulations.
3. In applying the Terms of Reference, the Group is empowered to consult, insofar as it might consider it necessary or desirable, with the full council.

#### COMPOSITION

The Working Group shall comprise of up to 12 volunteer members (but this can be revised upwards) with one being a nominated Parish Councillor.

#### POWERS

The Working Group cannot make decisions on behalf of the Parish Council, and any recommendations made by the Working Group will be subject to approval by the council if the nominated Parish Councillor sees fit. Any activity undertaken by volunteer members of the Working Group within the designated area, is undertaken at their own risk.

### ROLES AND FUNCTIONS

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1. To consider the required principal terms of the new Village Hall lease
2. To meet with representatives of the Village Hall committee to discuss terms of the new lease
3. To bring recommendations regarding the principal terms of the new Village Hall lease to the Council for consideration

### REPORTING PROCEDURE

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The nominated Parish Councillor will provide an update at each regular public meeting of the Parish Council, after the Working Group has met.