



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Alexandra Molton

111 Walker Drive, Faringdon SN7 7FY

Email info@minsterlovell-pc.gov.uk

Tel: 07712 705865

VILLAGE HALL WORKING GROUP TERMS OF REFERENCE

Village hall working group (Advisory)

Composition:	Members.
Chairmanship:	Chairman to be a Parish Council member. Chairman to be elected by the Parish Council.
Meetings:	As required to make recommendations to the Parish Council.
Reports to:	Full Council.
Record of Proceedings:	Written minutes will be taken to record the Committee's considerations and resolutions with recommendations to the next full Council meeting.
Quorum:	A minimum of 3 committee members consisting of at least 3 Parish Councillors.
Public Participation:	In accordance with the Parish Council's Standing Orders and Public Speaking Policy.

Authority:

Village hall working group is appointed by, and is solely responsible to, Minster Lovell Parish Council. The working group's duties are defined and agreed by the Council, which may vote, at any time, to modify the group's powers and responsibilities.

The working group has no delegated powers and all matters are to be considered and resolved by the full Council.

Responsibilities:

1. To meet with representatives of local organisations and Oxford Diocese to investigate the feasibility, practicality and legal implications of a new village hall compared to a refurbishment of St Kenelm's Hall.
2. To investigate all options available to the Council in providing a new village hall or refurbishing St Kenelm's Hall and make recommendations to the Parish Council with regards to progressing this project.
3. To consider funding available to the Parish Council for a new village hall or refurbishment of St Kenelm's Hall.
4. Once an appropriate course of action has been decided upon by the Parish Council, to appoint a project manager to oversee and fully manage any work confirmed.
5. To act as a connection between a project manager and the Parish Council.