

## **Holbrook Parish Council**

### **Reade Field Improvement Project Committee: Terms of reference**

The Committee will comprise all members of the Council.

The quorum of the Committee shall be three councillor members.

Non-council members may be co-opted to the committee for specific parts of the project, to carry out a specific role or to provide general knowledge and support. Appointments will be previously approved at a full council meeting.

The Committee will meet in public when it is required, with the proviso that notice of at least three clear days must be given.

The Committee shall undertake the following roles and functions:

- (1) To make recommendations to the council;
  - (i) In relation to the planning, development and implementation of improvements to the Reade Field;
  - (ii) In respect of sponsorship and funding opportunities to assist with the project;
  - (iii) In relation to financial and other resources that may be required to deliver the project in a timely manner during the budget setting process.
- (2) To facilitate collaboration between Council and the community during the project and in the long-term.
- (3) To develop a project plan for approval by the Council and to deliver the agreed elements of the plan.
- (4) To advise the Council on a regular basis on the progress made in the delivery of the project plan.

The role of this Committee is purely advisory and may not commit Council resources.

Amended at HPC meeting 19<sup>th</sup> June 2017.