

# Staplehurst Parish Council

## Jubilee Field Working Group

### Terms of Reference

#### 1. PURPOSE

The purpose of the Jubilee Field Working Group (the Group) is to undertake research and make recommendations to the Council on management of Jubilee Field.

Then deliver the actions approved by Council.

#### 2. REVIEW POINT

These Terms of Reference may be reviewed at any time by the Council to ensure they remain appropriate for the requirements of the Parish Council.

#### 3. SCOPE OF ACTIVITIES

- (a) To take a whole site approach and continue to manage, maintain and enhance the practical aspects of the Councils land / assets at the Jubilee Field including grass pitches, pavilion, car park, skatepark and ancillary facilities. (hedges, ditches etc)
- (b) To review the provisions of the Council's services, including Health and Safety ensuring value for money and the best possible delivery standards. This includes the recommending contract / service specifications to Council for approval and then recommending a preferred supplier to the Council.
- (c) For the avoidance of doubt, if the Group meets and is **not quorate** they can discuss issues and forward notes but **not make recommendations to Council**.
- (d) For the avoidance of doubt the Group can discuss, consider and make **recommendations to Council** but cannot make decisions.
- (e) For the avoidance of doubt the Group **cannot** take action until the Council has made a decision to approve the recommended action.
- (f) For the avoidance of doubt if actions are taken prior to a Council decision the **Council will not cover the cost of the work**.

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- (g) To work closely with partners on the site – Staplehurst Monarchs FC CIC and Girl Guides Association Trust.
- (h) To draft relevant policies and procedures, as required in the execution of the Group's activities, and where relevant work with other Groups, and make recommendations to Council for a decision.
- (i) To take up any additional tasks assigned to it by the Council, as appropriate.

## 4.

### **MEMBERSHIP**

- (a) The Group shall consist of not more than seven but not less than five Parish Councillors, appointed and ratified by the Council, plus one representative from each of the following; Staplehurst Monarchs FC CIC and Girls Guides Association Trust.
- (b) Each representative will have one vote, in the event of a tied vote the Chairman of the group will have the casting vote.
- (c) Nominated substitutions are allowed and can vote.
- (d) Members of the Group acting, claiming to act or giving the impression of acting as a representative of the Group, must adhere to the Council's policies, procedures and Code of Conduct.
- (e) The membership of the Group may be reviewed at any time by the Council.

## 5. **CHAIR OF THE GROUP**

Group members, at the first meeting following their appointment, will agree amongst themselves who will be the Chair, Vice-Chair and Secretary of the Group for the following year.

### **MEETINGS and REPORTING**

## 6.

- i. The Group will agree a monthly meeting.
- ii. The Group will report to the next Council meeting by providing notes of their meetings.
- iii. Where appropriate, the Group will provide reports, stating their recommendations and rationale, including sufficient detail to enable the Council to make an informed decision.
- iv. The group should receive regular reports from the Groundsman on the state of the pitches and the site in general.

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**7.**

**Council protocol**

- (a) The Group is established as a working group of the Parish Council in accordance with Standing Order 4.4. The Group has no greater powers than any other Council Group. It may therefore inform, advise and make recommendations to the Council but it has no power of decision or commitment.
- (b) The Group shall follow the Parish Council latest adopted Standing Orders
- (c) The Group shall follow the Parish Council latest adopted Financial Regulations
- (d) The Group shall follow the Parish Council latest adopted Code of Conduct

These Terms of Reference supersedes all previous agreed Terms of Reference and was adopted by Staplehurst Parish Council on

**Date .....11<sup>th</sup> May 2026.....Minutes ...2472/8.8.....**