

Aston Clinton Parish Council

Red Kite Pavilion Working Group: Terms of Reference

1. Membership

- a. Membership shall comprise of at least three members of the Facilities Committee and shall be appointed annually by the Facilities Committee.
- b. Co-opted members may join the working group if authorised by the Facilities Committee.
- c. The quorum of the working group shall be at least three working group members of which at least two must be councillors.

2. Purpose

- a. To provide guidance and make recommendations on the management, maintenance and security of the Red Kite Pavilion and act as point of contact with the tenant.

3. Areas of Responsibility

- a. To make recommendations for the management and maintenance of the Red Kite Pavilion.
- b. To maintain and regularly update a schedule of planned maintenance and surveys required for each property.
- c. To make regular inspections on the condition and upkeep of the Red Kite Pavilion and report on any issues.
- d. To be the initial contact point on all issues relating the tenancy of the Red Kite Pavilion.
- e. To make recommendations regarding the lease for the Red Kite Pavilion.
- f. To make recommendations regarding the medium and long-term development of the Red Kite Pavilion.
- g. To gain quotations for work to be carried out.

4. Meetings & Reporting

- a. The Working Group will meet as necessary but should aim to meet at least three times a year.
- b. Meetings can be held face to face or remotely.
- c. A progress report will be made available at each Facilities Committee Meeting.

5. Finance

- a. The Working Group does not have any powers to agree on spending or enter any binding contract on behalf of the Facilities Committee or Council.
- b. The Working Group must work within the budget set at the beginning of the year. Any increases in budget must be recommended to the Facilities Committee for consideration.