STILTON PARISH COUNCIL

TERMS OF REFERENCE

Pavilion Committee

1. The Committee shall be a standing committee of the Parish Council. It shall support the Parish Council, its officers and its members in the day-to-day management of the Pavilion and its surrounding area.

2. The Committee shall report to the Parish Council and make recommendations.

3. Powers and responsibilities. The Committee shall:

a) Hold scheduled meetings – subject to Standing Orders;

b) Hold additional Extra Ordinary Meetings as required – subject to Standing Orders;

c) Work with the Parish Council to promote the Pavilion with a view to it becoming self-financing in the long term; review expenditure and hire charges, and make recommendations for any necessary changes.

d) Forward to the Parish Council proposals for improvements, developments or any capital expenditure; reports should include outline costs, benefits to users/residents, as well as possible funding sources and risks;

e) Oversee the Pavilion maintenance schedule/calendar to ensure adherence to statutory requirements; draw up a list of outstanding maintenance requirements for implementation. The Clerk or Pavilion Administrator shall present a maintenance report at quarterly meetings;

f) Monitor the maintenance of the Pavilion garden, cesspool, containers, football goals and dug outs, underground pipes and ditches; outline any additional needs in its quarterly Parish Council report;

g) Draw up an asset replacement schedule to aid effective budgetary allocation;

h) Consider and put forward energy efficiency proposals to the Parish Council;

i) Consider long-term parking needs and work with stakeholders/landowners to maintain the Pavilion private road.

j) Work in partnership with user groups (regular and non-regular hirers);

k) Increase community use and engagement with the Pavilion and Community Field;

l) Make recommendations, in consultation with the Clerk and Pavilion Administrator, to the Finance, General Purpose and Communication Committee (FGPC) regarding the level of fees to be charged for the Pavilion and Sports facilities, based on the previous year and planned income streams; This report to be prepared and submitted in October (latest) to enable fee increases to be applied to the forthcoming financial year's budget projections, allowing for fee increases to be agreed by the Parish Council and users notified three months prior to the new fees being introduced on 1 April each year;

m) Prepare an annual report to summarise the work undertaken for presentation to the annual Parish Council meeting and;

n) At least annually review the Pavilion Committee Terms of Reference, Pavilion Terms and Conditions, Pavilion Complimentary and Concessionary forms, Pavilion Hire Process and Community Field Hire Process.

4. The Chairman. The Committee shall be chaired by a Councillor who is appointed by the Parish Council. Another Councillor may be elected as a Temporary Chairman from those Councillors present in the event of the Chairman not being present at any meeting.

Prior to the agenda being issued, the Chairman of the Committee will liaise with the Clerk regarding the items for inclusion.

5. Membership

a) There shall be a minimum of 3 and a maximum of 9 Councillors appointed by the Parish Council (these may be substituted if required on a meeting-by-meeting basis);

b) Pavilion user groups and interested residents will be invited to each meeting to put forward comments and provide information on agenda items in the public participation section. At the invitation of the Chairman, comments may be requested at times within the meeting;

c) Experts may be invited to attend meetings to provide information related to matters on the agenda (Committee to formally agree beforehand on the need of expert opinion and which experts to invite to meetings);

d) The Committee can formally decide to instruct Working Groups to research and present information to the Committee on appropriate items within the scope of these Terms of Reference. The Working Groups can be formed from Councillors or non-Councillors or a mixture of both.

Quorate: 3 Councillors.

6. Meetings:

a) The Committee shall meet a minimum of four times per year;

b) Additional meetings may be called as required by the Clerk in consultation with the Chairman;

c) Parish Council Standing Orders and Financial Regulations apply to all Parish Council Committees;

d) If a member is unable to attend the meeting, they should, where possible, inform the Clerk no later than noon on the day of the meeting.

e) Minutes of the Committee will be circulated to all Members of the Council and signed by the Chairman of the Committee at the next meeting.

f) Committee members are required to read the documentation relating to agenda items prior to attending the meeting.

7. Meeting Protocol:

a) All meetings shall be called and minuted by the Clerk in accordance with Parish Council Standing Orders and Financial Regulations. The Clerk shall provide guidance to the Committee on relevant regulations, procedures and reporting;

b) In accordance with Standing Orders, Committee meetings are open to members of the public who are able to put forward comments in the public participation section at the start of meetings. However, such members of the public cannot speak at meetings unless given permission to do so by the Chairman;

c) The Chairman of the Committee shall provide a report to the first full Parish Council meeting following each Pavilion Committee meeting; the report shall reflect all viewpoints;

d) Any urgent matters shall be reported promptly to the Clerk who will take action on behalf of the Council as required;

e) The Committee shall be a standing committee, however, the effectiveness of the committee structure will be assessed annually at the May meeting to ensure the effectiveness of the structure and the reporting process.

8. Document Review
Reviewed: 12 May 2026 (agenda item PC106/26)
Next review date: May 2027