



Loughton & Great Holm Parish Council

Loughton Sports Ground Committee

Terms of Reference

1. The Parish Council is the freehold owner of the Loughton Sports ground including the Pavilion and Car Park (hereinafter referred to as “the Premises”)
2. The Loughton Sports Ground Committee shall be a committee of the full council and shall operate within these terms of reference and the standing orders of Loughton & Great Holm Parish Council.
3. The full Council meeting shall determine the appointment of members from time to time, but should consist of the Chairperson of Council and three other members.
4. The quorum for meetings shall consist of 2 (two) members.
5. The Chairperson of the Committee shall convene meetings as and when required, but if there is insufficient business to be conducted no meeting will be held.
6. The Parish Clerk shall ensure that meetings are advertised via the Parish website and notice boards.
7. In the event of the Chairperson of the Committee not being in attendance the meeting shall appoint a Chairperson for that meeting.
8. The minutes of meetings shall be produced promptly and circulated to all Members of the Council for information and shall be referred to the next full meeting of Loughton & Great Holm Parish Council to note. The minutes may be kept brief and need not be a verbatim account of discussions, but simply list the matters discussed, decisions made and brief reasons.
9. The Parish Clerk shall normally attend and take the minutes. However if the Clerk is not available the committee can meet in the absence of the Clerk but one member present (other than the Chairperson) shall take the minutes and circulate them thereafter.
10. The Committee shall be responsible for nominating representatives of the Parish Council to the management committee of Loughton Sports & Social Club Limited.

11. The Committee shall have responsibility for management of the fund hypothecated for the Sports Ground Premises and funds allocated by the Parish Council for the Premises including any decisions made re the lease of or the repair, maintenance, insurance and improvement of the Premises
12. The minutes shall be published on the parish website once these have been approved by the Committee.
13. All Committee meetings will be open to the public, except when the committee may resolve to exclude the press and public to deal with confidential items by considering passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, on the grounds that it could involve the likely disclosure of private and confidential information.
14. Representatives of Loughton Sports & Social Club Limited will be given notice of meetings and may attend in a non-voting capacity except when the committee resolves to exclude the press and public.
15. That the summons for meetings will be circulated to all members of the Parish Council.

Adopted the Annual meeting of Council held on Monday 16th June 2014