



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 it 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. The summons to the meeting shall be circulated to all members of the committee.
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, published on the Parish Council website 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 and one member present (other than the Chairperson) shall take the minutes and circulate them thereafter.
10. The Committee can spend up to the amount of £1,000 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, any amounts greater than £1,000 will be put to a meeting of the Parish Council for agreement.
11. 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.
12. 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.