

Ongar

Town Council



Aimi Middlehurst
Town Clerk



TERMS OF REFERENCE

Jubilee Park Steering Committee

Membership

A minimum of 4 councillors and a maximum of 7 councillors with membership reviewed annually at the Annual Council Meeting. The Council Chair and Vice Chair are ex-officio members of the committee.

A minimum of 3 members is required for the committee to be quorate.

Meetings

Meetings are called throughout the year, and are usually held on Thursday evenings, commencing at 7pm, to be held at the Council offices, Basons Way, Ongar.

Roles and Responsibilities

- Overall management of the site
- Financial control & accounting
- Health and safety
- Advertising and promoting activities
- To determine the staff training necessary
- To assist the current Sections in promoting their sport

Clerk's Report

The Clerk to report on items of interest not on the agenda and an update on items from previous committee meetings.

Standing agenda items

Meetings of the committee shall normally commence with the following business –

- Apologies for absence
- Declaration of member's interest
- Questions from members of the public (this shall be limited to 15 minutes duration)
- Consideration of the minutes of the last committee meeting

Note

Some items of work undertaken by this Committee will have to be held in private session (as required by sections 100 and 102 of the 1972 Local Government Act). In all cases the agenda for meetings will be posted for public viewing with five clear working days notice.

Meetings

The Jubilee Park Committee has delegated powers to authorise expenditure on behalf of the Council for budgeted items assigned to this committee.

Public involvement is positively encouraged by the Council. Members of the public may speak for up to 15 minutes on any agenda item being considered at the meeting. Standing Orders may be suspended to allow a question and answer session with members of the public.

Items for the agenda need to be approved by Committee Chair in conjunction with the Clerk.