



HECKINGTON PARISH COUNCIL PAVILION COMMITTEE

1. Purpose

- 1.1 To be responsible for the oversight of the pavilion and playing fields and its tenants.
- 1.2 To be responsible for the provision of budget proposals to the full council in September of each year, with the assistance of the RFO.
- 1.3 The RFO with the assistance of the Pavilion Committee will obtain quotes and tenders for contract work, where required.
- 1.4 The Pavilion Committee will deal with all other matters, as may be requested by the parish council.

2. Membership

- 2.1 The Pavilion Committee shall be comprised of five Council Members as determined at the Annual Parish Council Meeting in May.
- 2.2 The Pavilion Committee shall elect from its number a Chair who will serve until the next Annual Parish Council meeting in May.
- 2.3 Individuals representing community groups shall be invited to nominate representatives to be members of the Pavilion Committee. Individual members (including the tenant) not associated with a specific group will be considered for co-option as community representatives.

3. Meetings

- 3.1 The Pavilion Committee will, as a minimum, meet four times a year. Additional meeting may be convened as required by the Committee.
- 3.2 Meetings will be conducted in accordance with Heckington Parish Council's Standing Orders and will be convened within the prescribed statutory framework. For clarity, the agenda must be published 3 clear days before the meeting, the meeting will be held in public unless there is a legitimate reason that it should not be and minutes will be produced.
- 3.3 The meeting may be convened at a day and time convenient to the committee.

4. Working Group

- 4.1 The Pavilion Committee may appoint a working group of councillors, non-councillors and/or a mixture of both.

4.2 The working group may set its own meeting schedule. Working groups are not required to meet in public but must produce minutes for public examination.

4.3 The working group shall report to the Pavilion Committee in the first instance or, if required the Finance Committee or Parish Council.

5. Conduct of conduct

6.1 The adopted Code of Conduct will apply to all Council members and to non-council members.

7. Voting

7.1 Parish Council members may vote on all matters unless they have a Disclosable Pecuniary Interest, and a dispensation has not been granted by full Council.

7.2 Non-councillors may express their views but may not vote on any matter.

8. Expenditure

8.1 The Pavilion Committee does not have delegated authority in relation to expenditure without the prior approval of the Parish Council.

9. Regulatory matters

9.1 All activities and recommendations made by this committee must comply relevant legislation.

9.2 No activity or recommendations should undermine or invalidate the Council's insurance.

10. Terms of Reference

11.1 The Terms of Reference for the Pavilion Committee will be set and approved by the parish council. The Pavilion Committee may not independently alter the approved Terms of Reference. It may request an amendment via the normal process.

12. Committee Dissolution

12.1 The parish council may at any time, at a properly convened parish council meeting, make a resolution to dissolve the Pavilion Committee.

Version control and amendment history

Date approved	Version Number	Revision / amendments made	Review date
24 February 2025	V1.3	New policy	May 2025

