



St Frances Field Working Group

Terms of Reference

Adopted at the Full Council meeting held on 23 May 2023

The role of the St Francis Field working group is to work with the CIC on the management and development of St Francis Field.

1. Membership

- 1.1 The working group shall consist of up to three members of Full Council.
- 1.2 The working group shall also consist of up to 3 representatives of the CIC Management Committee.
- 1.3 The Chairman and Vice-Chairman of Northiam Parish Council will be ex-officio members unless they are working group members.
- 1.4 Full Council will elect members to the working group at the Annual Meeting of the Parish Council each May.
- 1.5 The working group will elect a Chairman at the first meeting of the St Francis Field Working Group.
- 1.6 The Quorum for a meeting will be a minimum of three Councillor Members.

2. Meetings

- 2.1 The working group is required to hold meetings on a monthly basis.
- 2.2 The working group meetings are informal and therefore not in public.
- 2.5 The Clerk shall attend working group meetings if requested.
- 2.6 The working group will hold no meetings in August unless there is urgent business to conduct.

3. Remit

- 3.1 To produce a 5 year costed, detailed project plan for the effective management and development of St Francis Field for approval by Full Council.
- 3.2 To help manage the day to day operational running of St Francis Field so that business can be transacted efficiently.

- 3.3 To receive quarterly report from the CIC.
- 3.4 To agree the annual programme of maintenance with the CIC.
- 3.5 To produce an annual budget for the project for approval by Full Council.
- 3.6 To identify and manage the effective delivery of project activities.
- 3.7 To identify potential sources of funding and prepare applications for grants and donations.
- 3.8 Monthly report at the full council meeting.

4. Rules and Regulations

- 4.1 The Councillor's Code of Conduct will apply to all Members of the working group.
- 4.2 The conduct of the meeting will be governed by the Council's Standing Orders.