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## **Terms of Reference for The Friends of Shortlanesend Playing Field & Village Hall**

### **1. Group Name**

The group will be called The Friends of Shortlanesend Playing Field & Village Hall

### **2. Purpose**

The Friends of Shortlanesend Playing Field & Village Hall exists to provide a means of discovering the needs of the residents living within the boundaries of Kenwyn Parish regarding Shortlanesend Playing Field & Village Hall and supporting the Parish Council to develop the recreational and visual aesthetics of Shortlanesend Playing Field & Village Hall to meet those needs.

### **3. Scope**

The role of the Friends Group includes but is not limited to the following tasks:

- 3.1.** Working with the community to identify priorities for Shortlanesend Playing Field & Village Hall
- 3.2.** Identifying and securing funds for improvements and projects in Shortlanesend Playing Field & Village Hall
- 3.3.** Communicating decisions, requests and enquiries of The Friends of Shortlanesend Playing Field & Village Hall group to various bodies and individuals, including Kenwyn Parish Council.
- 3.4.** Undertaking such action as may be deemed necessary for the advancement of The Friends of Shortlanesend Playing Field & Village Hall in conjunction with and following the approval of Kenwyn Parish Council.
- 3.5.** The group is not the landowner so final decisions will lie with Kenwyn Parish Council who are the owners of the playing field and village hall.

### **4. Authority**

The group has no direct authority to make decisions about Shortlanesend Playing Field & Village Hall, and any recommendations made by the group will need to be approved by Kenwyn Parish Council at their monthly Full Council Meetings.

### **5. Membership**

- 5.1.** Membership in the activities of The Friends of Shortlanesend Playing Field & Village Hall shall be open to all residents of Kenwyn Parish.
- 5.2.** The group of members will be overseen by Kenwyn Parish Council.

## **6. Reporting**

- 6.1.** The Friends of Shortlanesend Playing Field & Village Hall Group will report to Kenwyn Parish Council at its Full Council Meetings. Any decisions or approvals that may be required will be forwarded to the Clerk to the Council no less than two weeks prior to the meeting where the decisions or approvals are to be considered.
- 6.2.** Kenwyn Parish Council will retain the right to veto any proposals it believes will adversely affect the area.
- 6.3.** Legal responsibilities for the village hall, playing field and public liability insurance are held by Kenwyn Parish Council.

## **7. Deliverables**

- 7.1.** The role of the group is to identify and carry out projects to enhance Shortlanesend Playing Field & Village Hall for the benefit of the community. This will be done in close partnership with Kenwyn Parish Council.
- 7.2.** In doing so, the following will be considered:
  - Improvements and maintenance of the field & village hall must take into account the needs of native wildlife and vegetation, whilst improving biodiversity.
  - Sustainable approaches will be adopted wherever possible.
  - Accessibility for all will be considered in all decisions
  - Best value for money will be sought in all expenditure.
  - The Friends of Shortlanesend Playing Field & Village Hall shall perform its functions without prejudice.

## **8. Review**

- 8.1.** The Terms of Reference will be reviewed annually at the Annual Parish Council Meeting of Kenwyn Parish Council.
- 8.2.** Amendments to the Terms of Reference can only be made at the Annual Parish Council Meeting of Kenwyn Parish Council or at another Full Council Meeting held on a monthly basis during the year.
- 8.3.** The exact wording of the proposed amendment must be publicised in the agenda of the meeting.

## **9. Closure**

- 9.1.** An agreement to formally close the Friends of Shortlanesend Playing Field & Village Hall group shall be taken at either the Annual Parish Council Meeting of Kenwyn Parish Council or at another Full Council Meeting held during the year.

These Terms of Reference were approved by Kenwyn Parish Council on \_\_\_\_\_

Signed by \_\_\_\_\_