

Ludgvan Parish Council

Terms of Reference – Long Rock Community Hall Working Group

Adopted – January 2025

Purpose / role of the group:

- to carry out the background research and planning to inform council decisions on the initial preparations for the running of the hall:
 - o developing the business plan
 - o fit out and decoration of the hall
 - o equipment and furniture
 - o health and safety provisions, including fire alarms and security
 - o utilities and services
- to consider and make recommendation to the parish council on the options for the management of the hall

Delegation arrangements

This Working Group has no delegated authority to make decisions on behalf of the Parish Council. It will make recommendations to the Parish Council and will work within these Terms of Reference.

The group reports to the Parish Council and will provide regular updates to council meetings.

Recommendations requiring approval will be provided in writing, including detailed reasons, at least 10 days in advance of the council's next scheduled meeting to ensure that necessary information can be included on the agenda.

Membership:

5 Parish Councillors. The membership may be reviewed by the Parish Council as the work of the working group progresses.

Representatives from other organisations, or members of the public with appropriate experience/skills may be invited on a meeting-by-meeting basis for information purposes.

How the working group will operate:

- The method of working will primarily be face-to-face meetings. Email and virtual meetings may also be used for information sharing and discussion.
- If meetings are held with other parties, these meetings will be attended by a minimum of two members of the working group.

Meetings

- As a non-decision making group, meetings will not be open to the public
- Regular reports will be made to the Parish Council

The working group will be disbanded when:

- the transfer of ownership of the community hall is complete; and
- the council has arranged for a suitable management committee to take on the running of the community hall.