



Sedlescombe Parish Council

Terms of reference for the Red Barn Field Working Group

1. Authority

The Red Barn Field Working Committee is appointed by, and solely responsible to, Sedlescombe Parish Council.

The Working Group's duties are defined and agreed by Full Council, which may vote, at any time, to modify the Working Group's powers.

Meetings to be held as a minimum three times a year.

2. Membership

- The Working Group will consist of no fewer than **three elected Parish Councillors**.
- At its first meeting a Chairman will be elected to preside over future meetings - to be re-elected each year following Annual Parish Council meeting .
- A quorum will be a minimum of two elected Members.
- Up to 3 members who are not members of the Parish Council may be co-opted to provide expertise and guidance but will have no voting rights.
- The Chairman and Vice Chairman of the Parish Council will automatically be members of the committee and have full voting rights.

3 Records of Proceedings

- The Committee will meet three times a year and the minutes of the meeting will be reported to the full Council with recommendations.

4 Responsibilities

- The committee is responsible for maintaining the area known as Red Barn Field as an area of recreation for the people of the parish:
 - a. by providing the Parish Council with a schedule of work required for the following year as requested.
 - b. by organising work parties of volunteers to carry out work where possible.
 - c. for the regular risk assessment
 - d. to recommend proposals for future developments.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.