

# PROPOSED



**Willaston**  
Parish Council

## Terms of Reference Village Hall Advisory Committee

### **1. Purpose**

- a) The purpose of the Advisory Committee is to fully consider the viability of a village hall within the Civil Parish boundary.

### **2. Membership**

- a) The Advisory Committee shall comprise of up to seven Parish Councillors appointed by full Council.
- b) The Advisory Committee may appoint three members who are not Parish Councillors.
- c) The Chairman and Vice-Chairman of the Advisory Committee shall be Parish Councillors.

### **3. Delegated Powers and Responsibilities**

- a) The Advisory Committee may make recommendations and give notice thereof to the Council.

### **4. Meetings**

- a) The Advisory Committee will arrange a schedule of meetings necessary to complete its work. Notice of these meetings will be published on the Council website and provision for the public to attend must be made.
- b) A quorum will be three members.
- c) The Advisory Committee's minutes will be published within four weeks of each meeting.
- d) The Chairman or Vice-Chairman of the Advisory Committee shall present a report to full Council as requested by the Chairman of the Council and Clerk.
- e) In the absence of the Chairman and Vice-Chairman of the committee, a chairman shall be appointed from Parish councillors present.

### **5. Restrictions**

- a) A member of the Advisory Committee must make any declarations of interest and withdraw from the room and/or abstain from voting as appropriate.
- b) The Committee will comply with and have due regard to the active Standing Orders, Financial Regulations and Code of Conduct of the Council.