

Pontesbury Parish Council
The Pavilion (Community Hub & Library) Steering Group
Terms of Reference

General

The Parish Council will appoint The Pavilion Steering Group and determine the groups composition, roles and functions. The Terms of Reference should be read in conjunction with the Parish Council's adopted Standing Orders and Financial Regulations.

In applying the Terms of Reference, the Group is empowered to consult, insofar as it might consider it necessary or desirable, with any other committee of the Council or with any other Council or outside body or person.

Composition

1. The Group shall comprise of up to 10 members. Comprised of the following:
 - 2 Pontesbury Parish Councillors
 - 1 Shropshire Councillor for Rea Valley
 - 1 Shropshire Councillor for Longden Division
 - 1 Shropshire Councillor for Chirbury & Worthern
 - 1 Member of The Friends of Pontesbury Library
 - Youth groups representative
 - 3 Community representatives – to include:
Good Neighbours Scheme
Two other community representatives

In attendance: Beverley Link (Pontesbury Library Manager) Rawden Parslow/Ronni Stirton (Shropshire Library Service management team), Mathew Mead (Place Plan Officer/Initial Chair) and Anna Lawson (Pavilion Building Assistant)

2. The quorum of the Group shall be 5 full members.
3. The steering group will elect a Chairman and Vice-Chairman.

Roles and Functions

1. The objective of the steering group is to oversee the development of Pontesbury Pavilion to ensure that it becomes a vibrant community facility available to the people of Pontesbury and the surrounding area
2. To promote and deliver the vision of Pontesbury Pavilion
3. To ensure the viability and sustainability of future management and running of buildings/services

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4. To seek grant funding for elements of the project where possible
5. To coordinate marketing and publicity for the Pavilion
6. To oversee accounts of any income and expenditure associated with the building
7. To consult with any other relevant group and the Rea Valley community about services and activities to be delivered at Pavilion

Powers

The steering group cannot make decisions on behalf of the Parish Council, and any recommendations made by the steering group will be subject to approval by Pontesbury Parish Council or suitably authorised committees or members of staff.

To be reviewed by Pontesbury Parish Council on 17 May 2021