

BARWICK IN ELMET AND SCHOLES PARISH COUNCIL

Hall Tower Field Subcommittee- TERMS OF REFERENCE 2023

The Hall Tower Field subcommittee is constituted to represent Barwick in Elmet and Scholes Parish Council in matters relating to the maintenance and development of the Hall Tower Field and to protect the ecological and archaeological nature of the field. It will report to the Finance and General Purposes Committee.

Membership:

1. Membership shall comprise of a minimum of three members one of which will be a parish councillor.
2. The Chairman of the Parish Council is an ex-officio member of the subcommittee and has voting rights.
3. Membership of the subcommittee is established at the annual meeting of the Parish Council.
4. The subcommittee may elect a Chairman and Vice-Chairman each year.
5. Co-opted members of the Parish Council or any member of the public may join the subcommittee during the year if authorised by the Parish Council.
6. The Parish Council may at any time vote during Parish Council meetings to remove a member of the subcommittee or dissolve the committee.
7. Members of the public who are part of the subcommittee will only cast a vote on any items for Management of the field.
8. Three members of the subcommittee shall constitute a quorum for meetings.
9. The subcommittee shall provide an agenda for its meetings and record proceedings in minutes. The minutes shall be presented to the Finance and General Purposes Committee and the Parish Council.
10. A programme of meetings will be agreed by the subcommittee for each year. Normally the Group will meet a minimum of four times a year but additional meetings may be convened if required.
11. The members of the subcommittee will keep others advised of planned meetings, investigation works or alterations to works in the field or boundary to ensure transparency for the council and public.

Delegated Powers

1. To prepare and manage the budget approved by the Finance and General Purposes Committee covering the income and expenditure for Hall Tower Field.
2. To manage, maintain, repair and improve where necessary the Hall Tower Field and associated assets.
3. To ensure any works to the field or associated boundaries by any persons and also including subcommittee members, volunteers, specialist advisors or contractors are approved by the subcommittee prior to the commencement of works.
4. To ensure any works to the field or associated boundaries do not interrupt the ecological nature of the field or impact on any archaeological remains.

Members will be advised by the Parish Clerk whether or not a particular item under discussion is within the sub committee’s delegated powers. If it is within the delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Finance and General Purposes Committee and the Parish Council for decision when seeking approval and adoption of the subcommittee's recommendation.

The full Parish Council considered these Terms of Reference at its meeting on 4th September 2023 and agreed to this version.

Version History

Date	Version	Summary of changes
10th August 2023	1	This version was prepared by the Hall Tower Field subcommittee and presented to the Parish Council for approval.