



PAVILION RENOVATION WORKING PARTY

TERMS OF REFERENCE

The Pavilion Renovation Working Party will be responsible to the Council and has the following remit:

Membership	The Pavilion Renovation Working Party will consist of members of Kirby Muxloe Parish Council, members of specified Groups and any interested individuals
Quorum	The Quorum shall be a minimum of three members
Voting	None – An overall consensus of opinion will be gauged
Meetings	Meetings shall be held at least quarterly. Additional meetings will be convened should workload dictate
Function	To renovate the interior and exterior of the Pavilion by undertaking electrical, plumbing and general maintenance to create a more usable space. <i>N.B - Risk Assessment/s to be approved to ensure Health & Safety</i>
Delegated Powers	The Working Party has no delegated powers
Reporting to Council	A verbal report from each meeting will be presented to Council
Revision	A review of each Group's membership and duties will be taken annually in May