

**Silverstone Parish Council**  
Leisure Enhancement Committee – (LEC)

**Terms of Reference** – June 2019

(To be revised annually at the Annual Council Meeting in May)

**Purpose of the Committee**

To oversee the enhancement of any village project for which the Parish Council has responsibility with advisory powers report back to the Full Council. The group is established at the first meeting of the committee following the May Annual Meeting of the Parish Council.

The aims of the group are

- To ensure that projects meet the requirements of the current regulations pertaining to local councils.
- To ensure that proper procedures are followed in the procurement and execution of projects.
- To ensure that projects are properly managed either by the Enhancement Committee, a paid Project Manager or such other person as may be nominated from time to time who will report directly to the committee via the Clerk.
- To ensure that value for money is a priority in dealing with public funds.

**Membership of the Committee**

The committee shall comprise of 5 members of the current Parish Council including the Chairman and Vice Chairman (ex officio) plus three other members. There will also be members elected from such organisations who are currently seeking support in enhancing the facilities in the Parish to a maximum of 4. Membership of the committee shall be renewed annually at the annual PC meeting in May with other members being appointed as appropriate to the project currently in hand.

The committee will feed back to the full Parish Council at its monthly meeting on progress made. Should a Project Manager be employed, that Project Manager will report to the committee who in turn will feedback to the full Council.

The committee will evaluate its work on a bi-yearly basis or at the end of a particular project whichever comes first.

**Meetings**

Meetings shall be monthly following the calendar of the full Parish Council (currently 10 meetings per year) or at such other intervals as advised by the Parish Clerk.

The Parish Clerk shall convene the meetings and produce appropriate agendas which will be circulated at least 5 working days prior to the meeting. The Parish Clerk will minute the meetings and minutes will be circulated to all members of the LEC, the Parish Council and invited members. The chairman of the committee shall be appointed at its first meeting following the Annual Meeting of the Council which is held in May each year as recommended as Local Government best practice and shall be from the PC membership on the Committee. In the absence of the Chairman, another PC member on the Committee shall be appointed to take the chair. Only members of the Parish Council shall have voting rights in line with the requirements of the Local Government Act 1972

The quorum for the meeting shall be three Parish Councillors

*Adopted by the Parish Council on 10<sup>th</sup> June 2019*

