

NORTHLEACH KING GEORGE V PLAYING FIELD TRUST

TERMS OF REFERENCE

KING GEORGE V PLAYING FIELD PAVILION MANAGEMENT GROUP

1. Background

In March 2009 the Trustees of Northleach King George V Playing Field repossessed the Pavilion building and took back the day to day running following the demise of the Northleach Sports and Social Club due to unpaid bills. Money was outstanding to the Trustees for ground rent and to outside suppliers.

The bar area of the Pavilion was leased to Northleach Club Limited in January 2010. The Trustees struggled to find the financial resources to carry out the day to day management of the changing rooms part of the building and agreed to set up a Management Group to take over this duty. It also became apparent that it was very necessary for the sports groups, who used the building, to be involved with and take responsibility for the upkeep of this area and work with the lessee of the bar area to provide adequate funding.

The Trustees, therefore, agreed at its meeting on 30 June 2010 to set up a Management Group comprising of Trustees and representatives of the sports clubs.

2. Purpose

To provide the day to day running of the Pavilion building for the use of the Town's sports clubs and to provide the funding to cover utilities and general maintenance. This extends to the area immediately surrounding the building but does not include the Playing Field and the Car Park which will continue to be managed by the Trustees.

3. Aims and Objectives

- 3.1 To ensure that an effective booking procedure is maintained and that all members of the Group are kept informed.
- 3.2 To collect fees for use of the Changing Rooms, Toilets and Meeting Room / Kitchen.
- 3.3 To carry out a survey of the building in partnership with the Trustees, to develop a schedule and to carry out necessary maintenance.
- 3.4 To ensure that the Pavilion building is cleaned on a regular basis and is kept secure.
- 3.5 To make the Changing Rooms, Toilets and Meeting Room / Kitchen available to other residents of the Town to hire when not in use by the sports clubs.
- 3.6 To maintain adequate records.

Agreed and Adopted by the King George V Playing Field Trustees on 22 September 2010

Agreed and Adopted by the Pavilion Management Group on

2010

4. Membership

- 4.1 Management Group shall consist of a minimum of two Trustees together one representative of each of the sports clubs using the building / playing Field and two representatives of the lessee of the bar area (currently Northleach Club Limited).
- 4.2 The Management Group may, from time to time, invite experts to give advice and assistance.

5. Chairman

- 5.1 A Chairman will be appointed by the Group.
- 5.2 Their Term of Office will extend for 12 months
- 5.3 The Chairman will be elected at the Annual General Meeting of all users of the Pavilion.
- 5.4 In the absence of the Chairman the meeting will elect a chair for that meeting.

6. Decision Making

- 6.1 The preferred way of reaching decisions shall be by consensus, however, where a consensus is not reached decisions shall be made by a vote of a clear show of hands.
- 6.2 In the event of a vote being required the Chairman has a second or casting vote.
- 6.3 Any decision made by the Group shall not be binding on the Town Council or the Trustees.
- 6.4 Members of the Management Group shall only be authorised to make recommendations to the Town Council / Trustees and are not authorised to act on their behalf.

7. Co-option and Vacancies

- 7.1 The Management Group may co-opt in order to draw on the diverse range of skills and knowledge within the Town and its surrounding area subject to the approval of the Town Council / Trustees.
- 7.2 Should a vacancy arise the Group shall determine how best to fill it.

8. Schedule of Meetings

The Management Group shall meet and work towards achieving the aims and objectives. The date, time and venue of each meeting shall be determined by the Group taking into account member availability. In any event, the Group must hold at least 4 meetings per year with one being the Annual General Meeting.

Meeting notices, agendas and minutes of meetings must be circulated in a timely fashion to all of the sports clubs and an electronic copy sent to the Clerk to the Council / Trustees.

9. Member Protocol

Should it be considered by a majority vote that any member is acting for their own interests that member may be asked to stand down from their position on the Group.

In the event, and without extenuating circumstances, a member with voting rights who has failed to attend 6 consecutive meeting of the Management Group, may be dismissed by the Group.

Members of the Group are asked to act within the interests of the Trust and to declare personal interests they may have, as individuals, an employer or member of another organisation.

If a member is unable to attend a meeting they are asked to give their apologies in advance.

10. Resources

No funds will currently be available from the Town Council. Therefore, the Pavilion must be self-financing.

All members of the Group will be acting on a voluntary basis and no allowances will be paid.

11. Dissolution

The Town Council / Trust reserve the right to dissolve the Group at any time.