

# Wisborough Green Parish Council

## Green Coordination Advisory Group Terms of Reference

- 1. Authority:** The Group has been established by the Parish Council and has a role to keep those involved with activities on the Green informed. This is an advisory group only and decisions relating to the use, maintenance of the Green and any expenditure will be made by the Parish Council.
- 2. Membership:** Membership is by Parish Council invitation and will comprise of: two Parish Councillors, the Chairman of Wisborough Green CIO, the Chairmen of the Football and Cricket Clubs, and two village residents to represent the community interest. If unable to attend, the sports Chairmen can nominate a club official to attend of their behalf. The quorum of the Group shall be three members. The Parish Clerk to be in attendance.
- 3. Meetings:** Meetings will be held in October and March of each year. The Parish Clerk will set the meeting date and agenda.
- 4. Record of Proceedings:** Written minutes will be taken by the Parish Clerk and circulated to all attendees and Parish Council members.
- 5. Responsibilities:**
  - a. To review the programme of use for the year and events.
  - b. Discuss any plans affecting the Green; maintenance, parking, cleaning and other concerns.
  - c. Discuss the maintenance programme and methods.
  - d. Consider funding needs and make recommendations to the Parish Council.
  - e. Report back to the Parish Council through the Parish Council representatives.
- 6. Review:** These Terms of Reference are to be reviewed annually.