



Pavilion Group

Background

The aim of the Pavilion group is to advise the DP Trust and CCTC and commission a new building, assist with fundraising and manage the facility during construction and ultimately manage the new provision.

TERMS OF REFERENCE

1. The NAME of the group will be The Pavilion Group
2. The OBJECTIVES of the Group are to inform the CCTC Properties & Infrastructure Committee of the progress in the pavilion building by:
 - a) Commissioning a design for the Pavilion
 - b) Liaising with residents and new sports clubs which may wish to use the new facility
 - c) Exploring creative and innovative environmentally friendly ways to build the Pavilion
 - d) Considering the Council's environmental policy and objectives to ensure that they are complementary
3. The group will be responsible to Castle Cary Town Council via the Properties and Infrastructure Committee.

Members of the Group can be appointed at any time during the year and membership will be made up of Councillors from CCTC and APC, representatives of local sports clubs and other interested parties.

4. The Group will meet at least three times per year or as necessary to make decisions as they arise. Meetings will be timed to report to the Properties and Infrastructure Committee which will inform the Full Council.
5. The Pavilion Group will be responsible for:
 - Liaising with sports clubs about the statutory facilities which will enable growth for the football and cricket clubs.
 - Encouraging participation of girls' and women's team development by providing and promoting the opportunities to train as coaches leading to the development of teams.
 - Liaising with planners and architects to consider environmentally friendly strategies for energy saving in the pavilion.
 - Keeping notes of all meetings.
 - Helping to monitor costed project plans for the project and keeping the project plan up to date.

- Submitting an Annual Report to the respective Councils for presentation at the Annual Town & Parish Meeting in May/June.
6. Castle Cary Town Council (through the Properties and Infrastructure Committee) will be responsible for:
- Applying for planning permission
 - Applying for grants to ensure that the building is as cost effective as possible.
 - Ensuring S106 is available for capital costs and ongoing maintenance when built.
 - Convening meetings and providing notes.

The CCTC and APC Council members of the Pavilion Group will be responsible for:

- Reporting progress back to Councils every month.
- Liaising with residents when questions arise.

7. Meetings of the Pavilion Group will be organised in the following format:
- A Chair and note taker will be appointed by the members of the group.
 - The Pavilion Group will meet at least three times a year in an appropriate location.
 - All members of the Pavilion Group, including co-opted members, will have equal voting rights. In the case of the votes being equal, the Chair will have a casting vote.
 - A quorum will consist of at least three members of which at least one should be a Councillor.
 - In the event of there being insufficient members of Pavilion Group the respective Councils will co-opt members for the group to remain operationally quorate.
8. Review of these TERMS OF REFERENCE.
These TORs shall be reviewed, and if necessary revised, by CCTC with the agreement of APC, in consultation with the Pavilion Group at least every three years.