

**WALMER PARISH COUNCIL
TERMS OF REFERENCE FOR
THE DRILL FIELD WORKING GROUP**

MEMBERSHIP

- The working group shall consist of a minimum of three Councillors plus three representatives from the Deal, Betteshanger & Walmer Rugby Sports & Social Club.
- Two representatives from the South Barracks Management Committee shall be invited to join the Working Group.
- One representative from Victoria Place will be invited to join the working group (agreed Feb 2013)
- Council Members shall be elected, and may be re-elected each year at the Annual Meeting of the Parish Council.
- Rugby Club representatives will be appointed by the Club's Management Committee
- The quorum to enable a meeting to proceed and recommendations to be agreed will be that at least 2 councillors and 2 representatives of Deal, Betteshanger & Walmer Rugby Sports & Social Club are present.

PROCEDURES

- At the first meeting of the working group after the Annual Meeting of the Parish Council the members of the working group shall elect a Chairman and Vice Chairman for the forthcoming year from amongst their membership. The Chairman and Vice Chairman may be re-elected.
- The working group will submit minutes of meetings to the next appropriate meeting of Walmer Parish Council's Amenity & Environment Committee or Full Council and to the meetings of Deal, Betteshanger & Walmer Rugby Sports & Social Club Management Committee to seek approval for recommendations made involving any financial expenditure.
- The Clerk to the Council or an appropriate officer shall provide administrative support for the group.

FREQUENCY OF MEETINGS

The working group shall meet 3 times a year or as and when required

FUNCTIONS

The working group shall: -

- Discuss the overall management of the area and recommend action on any problems arising.
- Put forward recommendations on specific works required to improve the site.
- Ensure that all necessary health and safety procedures are in place
- Promote communication between the club and local residents