

Holbrook Parish Council

Reade Field Improvement Working Group: Terms of reference

The Working Group will comprise all members of the Council.

The quorum of the Working Group shall be two councillor members.

Non-council members may be co-opted to the Working Group for specific parts of the project, to carry out a specific role or to provide general knowledge and support. Appointments will be previously approved at a full council meeting.

The Working Group will meet in public when it is required, with the proviso that notice of at least three clear days must be given.

The Working Group shall undertake the following roles and functions:

- (1) To make recommendations to the council;
 - (i) In relation to the planning, development and implementation of improvements to the Reade Field;
 - (ii) In respect of sponsorship and funding opportunities to assist with projects;
 - (iii) In relation to financial and other resources that may be required to deliver any project in a timely manner during the budget setting process.
- (2) To facilitate collaboration between Council and the community
- (3) To develop a project plan for approval by the Council for any new developments which will be presented to the full Council
- (4) To advise the Council on a regular basis on the development and progress of projects for the Reade Field

The role of this Working Group is purely advisory and may not commit Council resources.

Revised June 2026