**Hazlemere Parish Council - HMH Refreshments Kiosk Working Party - Terms of Reference**

This policy was adopted by Full Council at its Meeting held on 6 July 2021.

Membership of Working Party:

Councillors P Ruffles (Chairman), L Casey, A Cecil, F Doonican, J Horton, D Thompson and The Clerk

**Operations of the Working Party**

* The Working Party will recommend an appropriate budget forapproval by Full Council.
* A Working Party must consist of at least 3 Councillors.
* Quorate: Minimum of 2 Councillors at each meeting.
* Work priorities and co-option of named experts to be approved by Full Council.
* Prepare notes of meetings for Full Council to report on any activity and progress.
* The Working Party will generally not meet in public but may meet at the site location, therefore Standing Orders are not applicable, although the Code of Conduct still applies.
* To examine best location options and make recommendations to Full Council.
* To consider the lease implications for the Hazlemere Memorial Hall CIO and to recommend the terms for an extension to their current lease.
* To liaise with the Canny Café Limited management team and other interested parties regarding the interior requirements and necessary installation work for the proposed kiosk.
* All Members of Council are to be informed of any meetings of any Working Party; and are able to attend and ask for any relevant Working Party documentation.

**Specific Action:**

**To prepare a report for Full Council on recommendations for the Parish Council to proceed with the installation of a permanent Refreshments Kiosk at Hazlemere Recreation Ground.**

**To be Reviewed July 2022**

**Reviewed: July 2021**