

Lorton Parish Council and Yew Tree Hall Management Committee
Yew Tree Hall Development Group
Terms of Reference

1 Role of the development group

- 1.1 The Yew Tree Hall (YTH) development group (DG) has been established as a joint working group of Lorton Parish Council (LPC) and the Yew Tree Hall Management Committee (YTHMC).
- 1.2 Its purpose is to consider how the existing Yew Tree Hall facilities may be improved and to address elements of accessibility, maintenance and useability primarily within the existing building. Or, if that is unachievable, another community building or a new building, all within the wider community setting, and serving the community's needs.
- 1.3 Its concern is with the physical estate and not funding, the Trust, finance or other aspects of the running of the Yew Tree Hall which are the responsibility of the full YTHMC.
- 1.4 The DG exists to develop ideas and explore options and bring recommendations to LPC and the YTHMC, including funding, financial viability and sustainability.

2 Membership

- 2.1 The membership is flexible, to suit the needs of the DG, but at a minimum will constitute the following:
 - Lorton Parish Council
 - Chair
 - Nominated Councillor
 - Yew Tree Hall Management Committee
 - Chair
 - Nominated Trustee
- 2.2 And other members as seen fit by the LPC and YTHMC as the need arises.

3 Powers of the development group

- 3.1 The DG has no powers to make any decision, and all decision-making authority rests with the convening bodies.
- 3.2 The DG has no budget.

4 Operation of the development group

- 4.1 The DG meets on an ad hoc basis as and when necessary.
- 4.2 The DG has a report scheduled for each full LPC and YTHMC meeting. The DG may, in exceptional circumstances, keep some discussions confidential, but will make a general report to the full committee.
- 4.3 Minutes of the DG meetings will be kept and circulated to the convening bodies.