



Title	<b>Terms of Reference</b>
Committee/Group	<b>Foxes Den Liaison Group</b>
Status	<b>ADOPTED</b>
Date	14 <sup>th</sup> February 2023

---

1.0 **Purpose of The Foxes' Den Liaison Group**

The group will act on behalf of the Parish Council in respect of all aspects of the ongoing relationship with The Foxes' Den Community Interest Company – as set out in point 10 - to ensure that the obligations set down in the Management Agreement are adhered to. The group will have **NO** influence over café operation. The group is not delegated to set rent reviews or other aspects of the financial agreement, or commit the Parish Council to expenditure, but may make recommendations to Council.

2.0 **Membership** - The group will comprise of at least 4 elected members, 1 officer and 1 representative from The Foxes' Den Community Interest Company.

3.0 **Quorum** - The quorum of the meeting shall be at least 2 elected members, 1 officer and 1 representative from the Foxes' Den Community Interest Company.

4.0 **Frequency** – The group will meet in the month at the start of each quarter, January, April, July and October.

5.0 **Location** – The meetings will take place in a location at the Parish Office. This will be specified on the Agenda.

6.0 **Agendas & Notes** – Agendas will be issued 3 clear working days before each meeting. Following the meeting, notes will be circulated to the Council and group members within one week.

7.0 **Key Responsibilities of the Group** – The group is formed to ensure that the legally agreed ongoing relationship between Binfield Parish Council and The Foxes' Den Community Interest Company is adhered to and developed as required. The core detail of the legally agreed ongoing relationship is contained within the management agreement as follows, supplier obligations, Council's obligations, reporting, charges for hire and services.

8.0 **Review of ToR's** – the terms of reference for the liaison group will be reviewed annually.