

# NORTHLEACH WITH EASTINGTON TOWN COUNCIL

## TERMS OF REFERENCE

### **ALL WEATHER SPORTS FACILITY WORKING GROUP**

#### **1. Mandate**

In February 2007 the Council was approached by PCSO Mark Williams with a request to review sports provision for the youth of the Town and to consider installing an all weather multi function sports court. Members considered this at the Council meeting on 27 February 2007 when it was stated that a feasibility study should be carried out.

At the Council meeting on 27 March it was agreed to set up a Working Group involving residents and interested parties to carry out a feasibility study and report its finding to the Town Council.

The Town Council owns land adjacent to the Westwoods Centre that has been allocated for community / sports use since 1999. The Council also manages land known as King George V Playing Field and the adjoining Water Meadows on behalf of the National Playing Fields Association. All sites would be considered during the process of the feasibility study.

#### **2. Purpose**

To provide the Town Council with evidence and recommendations on which to decide how this request could be carried forward.

#### **3. Aims and Objectives**

- 3.1 To consider the need for an all weather sports facility in Northleach and the most suitable location.
- 3.2 To identify sources of funding.
- 3.3 To produce a report for presentation to the Town Council for its approval and progression.
- 3.4 To establish a work programme with timescales.
- 3.5 To consider the resources needed to carry out the work of the Working Group.

#### **4. Membership**

- 4.1 The Working Group shall consist of 2 Members of the Town Council together with other interested parties and members of the public.
- 4.2 The Working Group may, from time to time, invite experts to give advice and assistance.

#### **5. Chair (Lead)**

A Chair or Leader will be appointed by the Town Council.

Their Term of Office will extend until the final report has been presented to the Town Council or until replaced by the Council.

In the absence of the Chair or Leader the meeting will be chaired by a member of the Working Group who is also a Town Councillor.

## **6. Decision Making**

The preferred way of reaching decisions shall be by consensus, however, where a consensus is not reached decisions shall be made by a vote of a clear show of hands.

In the event of a vote being required the Chair has a second or casting vote.

Any decision made by the Group shall not be binding on the Town Council.

Members of the Working Group shall only be authorised to make recommendations to the Town Council and are not authorised to act on behalf of the Town Council.

## **7. Co-option and Vacancies**

7.1 The Working Group may co-opt in order to draw on the diverse range of skills and knowledge within the Town and its surrounding area subject to the approval of the Town Council.

7.2 Should a vacancy arise the Group shall determine how best to fill it.

## **8. Schedule of Meetings**

The Working Group shall meet and work towards achieving the aims and objectives. The date, time and venue of each meeting shall be determined by the Group taking into account member availability.

## **9. Member Protocol**

Should it be considered by a majority vote that any member is acting for their own interests that member may be asked to stand down from their position on the Group.

In the event, and without extenuating circumstances, a member with voting rights who has failed to attend 6 consecutive meeting of the Working Group, may be dismissed by the Group.

Members of the Group are asked to act within the interests of the initiative and to declare personal interests they may have, as individuals, an employer or member of another organisation.

If a member is unable to attend a meeting they are asked to give their apologies in advance.

## **10. Resources**

Limited funds may be available from the Town Council to cover administrative costs. Funds will not be granted retrospectively and quotations may be required at the time of application.

All members of the Group will be acting on a voluntary basis and no allowances will be paid. Some out of pocket expenses may be paid but will not be paid if applied for retrospectively.

## **11. Dissolution**

The Town Council reserves the right to dissolve the Group at any time.