

# TURNPIKE FIELD & PLAYING FIELD RECREATION AREAS WORKING GROUP

## TERMS OF REFERENCE

### 1. Background

The Working Group has been formed by Audlem Parish Council (the Parish Council) to bring forward the Turnpike Field and Playing Field Recreation Areas Project.

### 2. Aim

To develop and achieve the implementation of identified local priorities for the Turnpike Field

### 3. Membership

1. The Working Group will consist of five members of the Parish Council and up to six co-opted members of the village community.
2. All members of the Working Group must be residents in the village or have a pecuniary interest in the village, eligible to vote (unless representing the U18 age group) and/or are approved by the Parish Council.
3. The Working Group will set up subgroups or teams to undertake various tasks or sub projects forming part of the Turnpike Field and Playing Field Recreation Areas Project; such individuals to be approved by the Parish Council. The subgroups or teams will be led by a member of the Working Group who shall report activities undertaken by the group or team to the Working Group.
4. Each subgroup will be responsible for developing all the relevant aspects of work required and make plans to gather views, establish solutions, policies as required. At least three members of each subgroup must be present for recommendations to be made.
5. There must be an effective communication flow between the subgroups and the Working Group. Minutes will be taken at the subgroup meetings and made available to the Working Group. No more than three subgroups will exist at any one time.
6. Any interested resident, local organisation, interest group or business who can commit time, effort, enthusiasm and ideas and wishes to be involved in the Turnpike Field and Playing Field Recreation Areas Project but does not wish to become part of the Working or sub groups are welcome to volunteer as part of the wider advisory group to assist in communicating with others in the Parish.
7. Parish Councillors, members of the Working Group and volunteers must observe the Code of Conduct adopted by the Parish Council when they are acting on behalf of the Parish Council's Turnpike Field and Playing Field Recreation Areas Project. Co-opted members of the Working Group must sign a code of conduct adopted by the Parish Council.
8. Working Group and subgroup members should declare an interest where a decision or recommendation could result in a potential advantage or disadvantage, whether financial or otherwise to them, their family, business or close associates.
9. Members of the Working Group must be willing to work together for the benefit of their community. They must treat other members with respect and dignity and be prepared to consider views which are different from their own

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### **4. Responsibilities**

The Working Group is an advisory body and shall make recommendations to the Parish Council. The

Working Group will undertake the following, subject to the approval of the Parish Council:

1. Agree a project timetable to include the preparation of an Annual Delivery Plan which will include a fully costed programme of works.
2. Provide an interface with other subgroups and the wider Parish Council.
3. Agree a Project communication, consultation and engagement strategy.
4. Ensure that all members in the community and other relevant bodies are fully involved in the process through community consultation events and that all relevant information is published on the Parish Council's website.
5. Investigate grant and other funding sources which may be available for the Project.
6. Ensure all statutory requirements of the Project are compiled with.
7. Ensure all projects/tasks are delivered within budget and within agreed timescales.
8. The Working Group are authorized up to £2,000 a year with a cap of £500 in each financial quarter. All expenditure will be reported retrospectively at the next Parish Council meeting. The Working Group shall not incur expenditure above £500 without prior authority from the Parish Council. All expenditure must be in line with the any funding applications and grant conditions and the Parish Council's Financial Regulations.
9. The Working Group shall exist until the Turnpike Field had been fully brought forward in accordance with the local community's wishes.

The Parish Council will:

1. Support the Turnpike Field Project throughout the process providing sufficient assistance and financial resources to ensure the Working Group is prepared expeditiously providing that overall expenditure falls within the budget allocated by the Parish Council.
2. Support and facilitate if required contact with the relevant statutory bodies and parties who must be consulted during the delivery of the project.

### **3. Meetings**

1. The Working Group shall arrange its own meeting schedule but should meet at least once every month.
2. At least four members of the Working Group (this will consist of two Parish Councillors and two of the co- opted members of the project) must be present for decisions to be made.

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3. The Chair of the working Group shall be from the Parish Council; the Vice Chair shall not be a Councillor.
4. Members will aim to make the group decisions by consensus. Should a vote be required each member will have one vote and a simple majority will be required to support the motion. The Chairperson (or in their absence the Vice `Chairperson) will have one casting vote.
5. Meetings will be informal and should be open to the public in the interests of transparency.  
  
Minutes of meetings must be recorded and will be published on the Parish Council's website.
6. The Working Group may invite individuals or organisations to attend meetings or subgroups to give advice on any relevant topic.
7. The Parish Clerk will act as an advisory officer to the Working Group.
8. The Working Group will make reports to the Parish Council at its monthly meetings.

#### **5. Review of Terms of Reference**

The Terms of Reference will be continually reviewed during the life of the Project. The Parish Council will be responsible for agreeing any relevant amendments.

The Turnpike Field Working Group Terms of Reference were reviewed and adopted at the Audlem Parish Council Meeting held on:

Date: 12 September 2022

Signed: Derek Winskill (Chairman/Vice-Chairman)

Signed: Kate Howe (Interim Proper Officer)

Original signed copy held on file by the Parish Clerk.