

## **Community Park Committee**

### **Terms of Reference**

#### **1. Membership**

- (a) All serving Members of the Council may request to be appointed to the Committee.
- (b) The Committee will elect a Chairman at its first meeting. Following this, the Chairman will be appointed at the Annual Parish Council Meeting.
- (c) The Committee shall comprise of at least three Parish Councillors<sup>1</sup>, along with co-opted members of the public (“Non-Members”)<sup>2</sup>.
- (d) Non-Members will have an entitlement to vote as the Committee deals with “the management of land”.<sup>3</sup>

#### **2. Purpose of the Committee**

- (a) The Community Park Committee will take a lead role in the restoration of the Dannatt’s Quarry site and its subsequent development as a Community Park.

#### **3. Areas of Responsibility**

- (a) To facilitate communication between and within the Parish Council, its working parties, other individuals and organisations in the restoration and sustainable development of the site.
- (b) To act as the primary point of contact between the Parish Council and all external interests.
- (c) To represent and safeguard the interests of the Parish Council, parish residents and other local parties in the restoration and sustainable development of the site.
- (d) To provide a design scheme and management plan for the area and establish priorities on behalf of the Parish Council.
- (e) To co-opt on to the Committee, on either a temporary or permanent basis, such other individuals and organisations as from time to time may be required to achieve a restoration and sustainable development project in accordance with a published Vision Statement and Management Plan.
- (f) To create the Vision Statement and long-term Management Plan for the site as a Community Park, referred to above.
- (g) The Committee shall appoint sub-committees and working parties as and when it is felt necessary and shall set out Terms of Reference for those bodies.
- (h) The Committee has authority to proceed with all items within its budget, but must refer to Full Council when non-budgeted expenditure is anticipated. Any financial

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<sup>1</sup> At least one Parish Councillor is required under the Local Government Act 1972, s 102(3)

<sup>2</sup> Unless they have been disqualified pursuant to section 104 of the Local Government Act 1972 Act

<sup>3</sup> Local Government and Housing Act 1989, s 13, and Parish and Community Councils (Committees) Regulations 1990, SI 1990/2476

contribution to the Community Park that the Parish Council wishes to allocate will be agreed at the January Full Council meeting each year.

- (i) To prepare an annual budget for recommendation to the Full Council, a draft of which is to be submitted prior to the December Full Council meeting each year, and a final version to be submitted prior to the January Full Council meeting each year.
- (j) To encourage and appoint volunteers when required to assist in any planned activity.
- (k) To action advice from the Clerk in relation to any changes in legislation surrounding land management.
- (l) To ensure necessary risk assessments are completed and any required permissions, licences or other agreements are obtained prior to any works or activities.
- (m) The Committee shall make whatever recommendations to the Council it deems appropriate on any area within its remit where action or improvement is needed.
- (n) Where necessary, the Chairman of the Committee will provide a report to Full Council on any substantive matters of importance and any material issues or concerns.
- (o) Any urgent matters requiring expenditure will be dealt with in accordance with the Council's Financial Regulations.

#### **4. Meetings**

- (a) All Committee meetings will be convened on a needs basis and will comply with the Council's Standing Orders and the Local Government Act 1972.
- (b) The contents of the Agenda shall be determined by the Clerk in conjunction with the Committee Chairman.
- (c) No business may be transacted at a meeting unless at least one third of the voting number of members of the Committee are present and in no case should the quorum of a meeting be less than three.

#### **5. Conditions**

- (a) The Committee will comply with and have due regard to Council policies and guidance, which include (but are not limited to): Standing Orders, Financial Regulations, Social Media and Electronic Communications Policy, Safeguarding Policy, Health and Safety Policy, Data Protection Policy, and Sponsorship Policy.
- (b) Members of the Committee will be expected to abide by the Council's Code of Conduct.
- (c) A member of the Committee must declare any conflict of interest and withdraw from the room and/or abstain from voting as appropriate.

**Authorised by:** Resolution in Minute 23/134(b) of Full Council meeting held on 2<sup>nd</sup> October 2023.