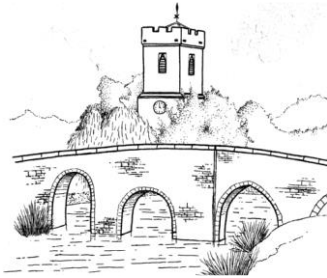


BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



BIDFORD-ON-AVON PARISH COUNCIL

YOUR VILLAGE YOUR VOICE

WORKING GROUP TERMS OF REFERENCE

REVISED AND UPDATED 28TH OCTOBER 2024

Members

Membership may be increased by co-option up to a maximum of 21, but will include:

- TWO parish councillors, appointed by full council at the May meeting
- The parish clerk
- Chairmen of working sub-groups as they are formed (see below)

New members will be invited to say what they bring to the group, and what are their local connections or memberships. Members who fail to attend six meetings in a row will be considered to have left the group.

Chairman

The chairman is not required to be a Parish Councillor. The first chairman to be determined by the Parish Council and thereafter elected annually in May by members of the Your Village Your Voice WG. The chairman will be responsible for convening working group meetings and for making monthly reports to the full parish council.

Purpose

The purpose of the working group is to develop and implement a recreation strategy for all residents of Bidford-on-Avon parish, based on the feedback from the recreation survey.

Deliverables

- A recreation strategy for the parish, including preferred sites for recreation
- A local cycling and walking infrastructure plan
- Business plans for potential new facilities, to inform future project delivery
- Development plans for existing facilities in partnership with the owners
- New sports and recreation clubs in partnership with local volunteers

Activities

The Working Group will:

- hold regular meetings, either in person or via Zoom
- involve local volunteers in its activities
- gather professional advice and information on good practice
- gather funding information to inform recreation developments
- agree a communication, consultation and engagement strategy
- liaise with Warwickshire County Council, Stratford-on-Avon District Council and other public bodies as required
- approve all reports prior to publication
- agree all consultation documents prior to publication
- actively support and promote the development of recreation facilities and opportunities for parish residents, including outside the parish where necessary

Scope / Jurisdiction

The scope of the Working Group covers any matters relevant to recreation for Bidford-on-Avon parish, excluding the remit of the Facilities Working Group for local play areas, but working with the Facilities and Community Working Groups as appropriate.

Guidance from the Parish Council

Working Group progress will be reported monthly to the parish council for information and approval. The parish council will support the work of the group and volunteer sub-groups, and will approve the final recreation strategy, the cycling and walking infrastructure plan, and any business or development plans that go under the parish council's name, based on the approvals of work so far and the final documents. The Working Group will manage all tendering processes, but the parish council will determine any contracts that involve parish council funds. All other matters will be determined by the Working Group, including setting up a community enterprise if necessary to develop and manage any new project.

Meetings

The Working Group shall elect a chairman and secretary from their number and may form sub-groups to deal with specific areas of business.

Three members or one-third of the total group membership, whichever is the greater, shall constitute a quorum at meetings. Decisions made by the group should normally be by consensus, though the chairman shall have one casting vote if required. Members may be polled outside the meeting if a decision is needed at short notice.

The Working Group shall keep minutes of proceedings and shall cause the minutes to be recorded and open to public scrutiny.

The law and custom applying to the conduct of parish council meetings will apply to the group where there is no specific provision in these terms of reference. For example, all members of the group must declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group and may not vote on any matter that may relate to a personal interest.

Sub-groups

These will develop over time, but may include:

- Recreation interest / clubs
- Research / feasibility into new recreation interests
- Walking and cycling routes

- Existing facilities forum
- New facility business planning
- Fundraising
- Publicity
- Events

Each sub-group will need its own terms of reference and appointed chairman.

Conflicts of Interest

The Working Group and any sub-groups must always contain a majority of individuals or organisations that would naturally not bid for any paid work as part of the group's activities. Should any member have an interest in bidding for any work paid out of group funds, that member must leave the room while the relevant spending approval is discussed and decided.

While working together, the interests of the Working Group are paramount to all other interests. If a member of the Working Group acquires information from its activities which could be of private benefit elsewhere, the approval of all members of the group should be requested before it can be so used. Equally, any outside interests which might conflict with the Working Group should be declared.

A member may be asked by unanimous vote to leave the Working Group if they overstep any of these terms of reference or otherwise bring the group into disrepute.