

Staplehurst Parish Council

3G all sports pitch Working Group

Terms of Reference

1. PURPOSE

The purpose of this Temporary Working Group is to make recommendations to the Council on the provision of a 3 g all sports pitch at the Jubilee Field to be provided by the Council.

2. REVIEW POINT

These Terms of Reference may be reviewed at any time by the Council to ensure they remain appropriate for the requirements of the Parish Council.

3. SCOPE OF ACTIVITIES

- (a) To review and make recommendations regarding the Council's Provision of a 3g all sports pitch at Jubilee Field; to include but not limited to the Step-by-Step guidance from the Football Foundation "A Guide to the Artificial Pitch Framework" – **appendix D of Council report Jubilee Field 3g all sports pitch**
- (b) To liaise with the Bid Consultant and review and make recommendations to Council / JFMC on the capital project any adaptations and alterations to the Jubilee Field ensuring that all considerations for planning, legal agreements or any other
- (c) To Liaise with the Bid Consultant on the procurement process and ensure best value to the Council
- (d) To liaise with the Bid Consultant to review and make recommendations to Council regarding the evolving operational Business Plan ensuring it is in line with Football Foundation guidance.
- (e) To ensure that all policies and procedures are prepared and presented to Council for approval and that they are updated and recorded as required to meet all legal requirements, e.g., risk assessments, health and safety policies and procedures, COSHH, First Aid etc.
- (f) To recommend applications for third party grant funding. To work with the Parish Office to complete and submit any applications.
- (g) To ensure that all financial recommendations made are in line with and managed according to the Financial Regulations of the Council. To take advice from the RFO and/or Clerk where needed to ensure compliance with the regulations. To manage and monitor all income and expenditure against budgets as provided and supported by the RFO. Ensure that any grant funding is spent in line with the requirements of the grant.

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“To promote and publicise the project to the local residents as long as all members of the group agree the publicity”

(h)

- (i) To take up any additional tasks assigned to it by the Council in line with its overall purpose, as appropriate.

4. MEMBERSHIP

- (a) The Group will consist of Parish Councillors and representatives from partners agreed by the Council. The Group members shall one vote each and make recommendations to the Council.

The membership of the Group may be reviewed at any time by the Council.

- (b) Members of the Group acting, claiming to act or giving the impression of acting as a representative of the Group, must adhere to the Council’s policies and procedures, including the Council’s Code of Conduct.

5. CHAIR OF THE GROUP

Group Members, at the first meeting following their appointment, will agree amongst themselves who will be the Chair for the following year. The role of Chair will be reviewed annually at the first meeting after the May meeting of Full Council.

6. REPORTING

The Group will report to the Council on a regular basis as soon as possible after meetings, by providing notes of their meetings and where appropriate, the Group will provide reports, stating their recommendations and rationale, including sufficient detail to enable the Council to make an informed decision.

7. PROGRAMME OF WORK

- (a) The Group is established as a working group of the Parish Council in accordance with Standing Order 4.4. It may therefore inform, advise and make recommendations to the Council but it has **no** power of commitment.

- (b) The Group will bring forward a programme of work based upon **Appendix A** and an estimated budget for approval by the Council. Once approved the Group will focus on delivery of the programme of work in accordance with the Council’s Standing Orders and Financial Regulations.

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Approved.....28thNovember 2022.....Minute.....2065...