

Market Lavington Parish Council

ADDITIONAL SPORTS FACILITIES WORKING GROUP

TERMS OF REFERENCE

Updated and approved at Annual Parish Council meeting 16/5/23

Background / Aim of Working Group

The one-day Skateboard Pro Event held on the 11th of June was very well received and feedback from the event indicated an appetite for a more permanent facility in the village. Previous suggestions had also been made to the Parish Council for adult gym equipment, and other possible sports facilities.

The Working Group's aim is to investigate the use of Parish Council property to look at providing additional sports facilities in the village, with a view to preparing proposals for a long-term project for the Parish Council to consider.

Responsibility of Members

- To actively engage with the local community to seek views i.e. through questionnaires, use of social media, magazine etc.
- Investigate costs of any proposals put forward
- Investigate possible grant applications, alongside fundraising activities, and requests for donations to help fund potential proposals.

Any Working Group member shall be permitted to obtain quotes for project proposals. More than one quote is required for any new type of proposed expenditure, in line with the requirements of the Parish Council's Financial Regulations, and its responsibility for obtaining value for money. Evidence of quotations obtained will be provided at Working Group meetings for discussion, before being presented to the full Parish Council (with evidence of the quotations obtained) for consideration of approval.

Frequency of meetings

The Working Group will meet as and when required. There will be no requirement to formally advertise the meetings or agenda. Meetings can be held at any convenient location as agreed by members, or be held via zoom teleconferencing facility. A nominated Working Group member will take notes for the meeting. An update from the meetings will be provided at the next scheduled Full Parish Council meeting.

Membership

The Working Group shall have at least five members. A quorum shall be three members present.

Membership as at 16/5/23: Cllr Chloe Stevens, Tim Andrew, Cllr Jane Taylor, Cllr Teresa Steele, Kevin Whitehorn, and Robert Stevens.

Appointment of Members

Members of the Working Group can be appointed at any time, and can be councillors or non-councillors. The members of the Working Group will appoint a Chairman at the first meeting (the Working Group Chairman can be a non-councillor). A copy of this document will be provided to all Working Group members. The Chairman may appoint temporary membership of the Working Group.

Date of Parish Council meeting at which document reviewed and any amendment approved	Details of amendment
27/9/22	Working Group membership details updated following first meeting held on the 15 th of September
16/5/23	Updated Working Group membership details

Date of next review: May 2024