

**Marden Parish Council**  
**Terms of Reference for New Community Facilities Working Group**

**Name**

The name of the organisation is the Marden New Community Facilities Working Group (WG)

**Purpose**

The purpose of the WG is to support the Parish Council (PC) to:

- Identify current and long term requirements of the Parish taking into account the likely village enlargement
  1. Discuss with people who live in the parish and groups that use the current joint use facilities on their needs, concerns and ideas for future recreation and facilities
  2. Incorporate the results of the analysis and proposed solutions carried out in 2012
  3. Define the vision for any new facilities
  4. Agree the objectives for the development of a new building
  5. Consider the feasibility of all options and recommend the best solution to the Parish Council
- Identify funding streams, both capital and operational
- Review and identify best possible exit strategy from current joint use lease
- Identify the long term structure and potential management options of all proposals
- Identify best design option based on the agreed requirements
- Identify the structures required for the long-term management of any new facility
- Identify and oversee build and purchase of equipment
- Implement a successful start-up of new facilities
- Report progress to the PC as requested

**Membership**

The WG will be made up of a good cross-section of the community, including parish councillors

- Roles - the Chairman will be Councillor Bennett. The WG will elect a Vice Chairman and together they will help facilitate discussion at WG meetings
- The Chairman or Vice Chairman will report progress to the PC as agreed
- The Clerk will take notes of meetings act as WG administrator
- The Clerk will act as Finance Officer for the WG, arranging payments as required from the funds held by the PC
- Any dispute within the WG will be referred to the PC for arbitration
- The WG may establish small working groups to undertake work if required
- Each small working group will have a lead person who will liaise closely with the Chairman and Clerk

**Finance**

- Once funds are agreed by the PC, they are held by and are the responsibility of the PC
- The PC will pay the Clerk's salary to support the WG
- Members of the WG are entitled to reasonable expenses (eg. for travel, postage, stationery, phone calls) agreed in advance by the WG Chairman/Vice Chairman and approved by the PC
- The Clerk, acting as Finance Officer, will regularly report to the WG and the PC on planned and actual expenditure
- All invoices and expenses claims will be made out to the PC which will pay at the next scheduled PC meeting

**Dissolving the Steering Group**

- At the conclusion of the project, the PC and WG will discuss any further working of the WG
- If the WG wishes to dissolve it must notify the PC

Signed:

Date:

Robert Bartup, Chairman Marden Parish Council

Alison Sutton – Parish Clerk

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