

Cringleford



Parish Council

Recreation and Amenities Advisory Group

Terms of Reference

Working Group agreed with effect from 13 February 2014.

Membership

The Advisory Group should consist of no fewer than three elected parish Councillors. The Chair will be elected each year at the Annual Parish Council meeting, although any elected member can preside by agreement in the Chairman's absence.

Only members of RAAG may vote on agenda items but other Councillors may attend in that capacity and may speak with the permission of the Chair but shall not be entitled to vote

The Group may co-opt members from the local community to represent a range of interests involved in using Council recreational amenities and facilities. These members will not have voting rights.

Scope

The Advisory Group provides a strategic overview and ongoing advice to the Council on the development and management of its recreational facilities and amenities.

The Advisory Group should cover the following recreational facilities, amenities and activities and day to day management:

- The Willow Centre
- The Willow Centre field
- The Pavilion
- The Recreation Ground
- The Jubilee Centre and associated open spaces
- Play areas and open-air fitness areas
- Open space/grounds maintenance matters
- Sports groups (football/cricket/tennis etc)
- Forthcoming recreational space following further developments

Reviewed September 2023

Next review September 2027

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- Newfound allotments and orchard

Staff involvement

RAAG will be able to call for input from all relevant staff as and when necessary to assist in developing activities and dealing with issues which arise. In addition to the Parish Clerk, these will include:

- Administrator and Assistant Parish Clerk (Willow Centre and Pavilion information)
- Caretaker (Willow Centre activities)
- Grounds Supervisor (grounds maintenance issues and sports clubs)

Community representatives

The Group has powers to co-opt up to 1 non-Council member from the local community to help develop and manage facilities and activities in the best interests of the community and facilitate community cohesion, in line with Council objectives.

As this is an advisory group, it is unlikely that formal motions or votes would take place but, for the avoidance of doubt, co-opted members would not take part in any such motions or votes.

All financial decisions are to be taken to Council for ratification, unless previously delegated authority by Council for a particular item of project.

In the event of any confidential issues being considered (for example relating to staff etc) co-opted members would not be allowed to take part and would be asked to leave the meeting.

Reporting

Written notes will be taken to record the Group's recommendations and will be circulated to all Councillors, received at the next Full Council meeting for decision approval, and adopted at the next RAAG meeting. The Assistant Parish Clerk will be responsible for arranging the recording and distribution of the notes.

Financial

The Group is not responsible for any budgets, unless delegated an allocation by Council for a particular project. The expenditure should be reported back to Council as part of the monthly item for the RAAG report on the Council agenda.

Reviewed September 2023

Next review September 2027