



**Whitchurch on Thames
Village Green**

**New Pavilion Working Group
Terms of Reference**

15th July 2019

1. NAME

The group's name is Whitchurch on Thames, New Pavilion Working Group; referred to as 'NPWG'.

2. OBJECTIVE

The NPWG will promote the provision of a new multi-purpose sports pavilion on the village green on behalf of the Parish Council (PC), the Cricket Club (CC) and the wider community. The NPWG will include representatives of the PC, the CC and the wider community.

The pavilion is to be a multi-purpose sports facility and will complement the uses being promoted within the improved village hall. It has been designed to accommodate a wide variety of sports and it is hoped the majority of the community will participate in the activities that will be made available. Importantly, the pavilion will also enhance the village green usage.

The PC and CC have approved the plans, specification and location for the new pavilion and planning consent has been granted. The NPWG will seek to deliver the new pavilion by raising the required finance and managing the construction works through to completion. The NPWG will have the power to develop a strategy, budget and programme for delivering the new pavilion.

The existing pavilion is beyond economical repair and the target is to provide the new facility by the 31st December 2021.

3. SCOPE OF DELEGATED AUTHORITY

The Parish Council has delegated the following authority to the NPWG:

- (a) Produce a business plan for the project.
- (b) Manage the pre-construction phases relating to plans, elevations, specifications, budget costs and programme. Liaising where necessary with architects, consultants and third parties in order to progress the project.
- (c) Secure charitable status for the project and the future management of the pavilion and village green.
- (d) Raise the required finance for the project from sports bodies, the public sector and private donations.
- (e) Seek any additional planning approvals required to allow construction works to commence on site.
- (f) Manage the construction phase and control budgets.
- (g) Provide stakeholders, particularly the PC and CC with regular reports.
- (h) Coordinate and promote community consultation activities.

- (i) Prepare proposed fees for future use of the Pavilion.
- (j) Prepare proposed rules and regulations for the future use of the pavilion.

The NPWG will require the Parish Council approval for the following:

- a. Significant changes to the design and location approved in the initial planning application.
- b. Any additional funds required from the PC beyond the previously approved pre-construction budget
- c. Initial rules and regulations for future use of the pavilions
- d. Initial fees to be charged for future users of the Pavilion.
- e. Anything else agreed by the PC and NPWG.

4. MEMBERSHIP

- 4.1 The NPWG will consist of between 5 and 8 members. 1 or 2 members will represent each of the PC and CC and the remainder will be from the community. Initial members will include Jim Donahue and Warren Beard for the PC, Cormac Neeson for the CC, John Bradon, Sarah Hanfrey and Neil Huntington from the community. New members from the community and CC are to be co-opted when appropriate.
- 4.2 A representative of the PC will chair the group. Warren Beard will act as the initial Chairman.
- 4.3 The Clerk of the PC will act as Treasurer in order to help manage the finances.
- 4.4 The PC to delegate authority to the NPWG for the day to day running of the project within the parameters set out in this paper.

5. STAKEHOLDERS

- 5.1 The NPWG will liaise with the following stakeholders; Parish Council, Cricket Club, Village Green Working Group, Whitchurch on Thames AFC, Village Fete Committee, Whitchurch Primary School and Pre School and the Village Hall Management Committee. Others will be added where appropriate.
- 5.2 Report back to the PC on bi-monthly basis and keep the PC advised of any major changes to the design, specification, budgets and programme.
- 5.3 The NPWG will work closely with the Village Green Working Group and discuss any relevant design changes with them.
- 5.4 The NPWG will keep the broader Community informed.

6. MEETINGS

- 6.1 The NPWG shall meet regularly, but at least every quarter.
- 6.2 Representatives of the PC and CC must approve major decisions and significant changes to the design
- 6.3 Minutes shall be kept for every meeting and approved or corrected at the start of the next meeting. Within 2 weeks of approval they will be sent to:
 - (a) the village website team for publication on the website.
 - (b) the parish clerk for distribution to the parish council.
- 6.4 If members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- 6.5 Members may make additional rules to help run the NPWG. These rules must not conflict with this constitution, or the law.

7. FINANCE

- 7.1 The NPWG will have the authority to spend sums progressing the project in line with budgets previously approved by the PC.
- 7.2 Initially, any money raised by the NPWG will be handled by the parish council, or another appropriate organisation nominated by the parish council. Once the charitable status has been obtained, it will have a separate bank account which will be managed by the NPWG, with the Clerk to the PC acting as Treasurer.
- 7.3 Any unplanned expenses the steering group wish to incur must be requested to the parish council before being made.

8. GENERAL

- 8.1 Changes to the constitution are to be approved by the PC.
- 8.2 Winding up: the PC has the authority to disband the NPWG at any time, acting reasonably.

This constitution was adopted on
appear below.

by the people whose signatures

They are the first members of the NPWG.

Signed

Print name

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