

Crick Parish Council

Sports Field & Woodland Access Track Working Group

Terms of Reference

1. The purpose of the Working Group is to carry out the functions set out in paragraph 2 below and to act as an advisory body to the 3 constituent organisations and to ensure that they are regularly updated with the progress of the activities of the Working Group and to make proposals to the 3 constituent organisations for carrying out the Works together with costings for their respective deliberation.
2. The functions of the Working Group are:-
 - 2.1. To agree the works needed to effect the long term improvement of and the current and future ongoing repairs and maintenance of the access track from the main carpark at CCSC to the car park adjacent to the Woodlands, the car parks adjacent to the MUGA and the Woodlands (including any extension to the latter) and any subsidiary works relating to the same (e.g. drainage) ('The Works').
 - 2.2. To agree schedules for the Works and the period over which the Works will be made.
 - 2.3. To prepare costings for carrying out the Works and to identify suitable grants and funding to finance such of the Works as can be so funded and to assist the 3 constituent organisations in applying for and managing such grants and funding.
 - 2.4. To report to the 3 constituent organisations on a regular basis the proposals for the Works.
 - 2.5. To oversee the implementation and management of the Works.
3. The Working Group will consist of 2 members of the Crick Parish Council and 2 members each from the governing bodies of Crick Community Sports Centre CIO (CCSC) and Crick Woodlands.
4. The Working Group shall appoint a Co-ordinator who is responsible for :-
 - 4.1. Calling meetings as necessary to enable the Working Group to efficiently carry out its functions or upon the request of the representatives of one of the 3 constituent organisations on at least 7 days notice unless otherwise agreed by all of the Working Group members;
 - 4.2. Setting and circulating the agenda for meetings (including any items requested by representatives of the 3 constituent organisations) together with relevant information at least 3 days prior to a meeting; and
 - 4.3. Acting as the chairman of meetings of the Group.
5. The quorum for any meeting of the Group shall be at least one representative from each of the constituent organisations.