

## MELBOURN PARISH COUNCIL

### TERMS OF REFERENCE: SKATE PARK WORKING PARTY

**PURPOSE:** To set out the responsibilities, restrictions and limitations of operation of the Skate Park Working Party

**SCOPE:** This document covers all those activities related to the design and installation of a skate park

**DEFINITIONS:** **Skate Park Working Party – ‘SPWP’**  
**Melbourn Parish Council Maintenance Committee ‘the Committee’**  
**Melbourn Parish Council – ‘the Council’**  
**Melbourn Parish Councillors – ‘Councillors’**  
**Members of the Skate Park Working Party – ‘Members’**  
**Clerk to Melbourn Parish Council – ‘the Clerk’**

#### 1. Membership & Controls

1.1 The SKWP will consist of up to [five] Councillors and up to [two/three?] members of the public.

1.2 Non-Councillor members will not have voting rights.

1.3 The Clerk will advertise as needed for members of the public to join the SPWP.

1.4 The SPWP will elect a chair and vice chair from among its Councillor members. In the absence of the chair or vice chair at a meeting the SPWP will elect any Councillor member to act as chair for that meeting.

1.5 The SPWP will need a minimum of three Councillor members in attendance in order to be deemed quorate, and in such circumstances at least three must have voting rights.

1.6 The SPWP may invite interested non-members, experts or contractors to attend meetings.

1.7 Meetings will not be publicised in advance inviting the public to attend. Note: It is not usual for Working Parties to hold public meetings.

1.8 The SPWP will remain active for the duration of the project to install a skate park in Melbourn.

1.9 The SPWP will refer any proposed expenditure to the Maintenance Committee for discussion and ultimately to Full Council for decision. The SPWP has no authority to approve expenditure.

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### 2. Reporting

2.1 Notes of meetings of the SPWP will be made available to and noted at meetings of the Maintenance Committee.

2.2 Following due research and public consultation to make a clear report and recommendations to the Maintenance Committee for consideration and approval.

2.3 Decisions taken by the Maintenance Committee will be recorded and published in the minutes, which are available to the public.

### 3. Terms of reference

3.1 To engage with the Maintenance Committee and full Council with regard to the location and provision of a skate park in Melbourn.

3.2 To engage with suppliers with regard to design and supply of a new skate park in Melbourn.

3.3 To engage the public and to seek their views with regard to the choice and layout of a new skate park.

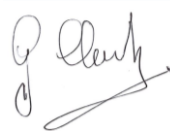
3.4 To oversee and manage the project to install a new skate park which will be funded by s106 funds.

3.5 To ensure that the project is delivered on budget.

3.6 To make regular reports via the Maintenance Committee to Council on progress and expenditure.

3.6 To seek opportunities to publicise and communicate throughout the project.

**Document Approval:**



**(Chair to Melbourn Parish Council)**

**Date of approval : 22 November 2021**

Review Policy: Six monthly