

Marden Parish Council
Terms of Reference for Community Facilities Working Group
12 February 2018

Name

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

Introduction

It is recognised that funding for big new-build projects is in short supply, even with new lottery funding streams or Public Works loan monies. The advice is to utilise parish-wide assets in the best possible way. The reconfigured Community Facilities Working Group will provide a joined-up parish-wide plan to include all possible assets that wish to be part of this initiative. The CFWG will consider what improvements and changes are required for each asset to maximise use.

Process

The CFWG will:

- Analyse what is available and what could be available
- Develop a plan to get each asset to a standard to increase its use
- Target for completion of analysis and planning stage by end of July 2018
- Review plan with each asset
- Identify funding streams, costs, timeframes and person(s) to lead process for each asset
- Agree detail of next phase with all parties and report to parish council with proposal for further work.

The work of the sub-groups – Fundraising Group, Youth Group and Older Persons' Group – will continue, supported by the Parish Clerk and reporting to the CFWG, who will update the parish council on their activities. The sub-groups will be expanded to include representatives from other facilities where possible.

If the New House Farm development proceeds and lottery funding becomes available later this year, the CFWG will continue to work on proposals to bring to the parish council for consideration and approval.

Membership

The CFWG will have 12-15 members as follows:

- Parish Council x3
- Parochial Church Council x3
- Marden Village Trust x3
- Parishioners x3
- Others – following approaches to Marden Recreation Ground Trust and Marden Chapel.

The group will be chaired by a parish councillor, who will report to the parish council on a monthly basis. The Clerk/Responsible Financial Officer will undertake administration and financial support for the group.

Finance

- The agreed budget for 2018-19 covers Clerk's salary for 100 hrs work, £1,153/yr (which is included in main salary budget line) and £1,600 to cover Clerk's mileage, stationery, room hire and other expenses eg. banners, items for Youth Group, refreshments
- The remaining 2017-18 budget will continue to be used as required for expenses etc
- The PC will continue to pay the Clerk's salary to support the CFWG and activity of sub-groups
- Members of the CFWG are entitled to reasonable expenses (eg. for travel, postage, stationery, phone calls) agreed in advance by the CFWG Chairman and approved by the PC
- All invoices and expenses claims will be made out to the PC which will pay at the next scheduled PC meeting from the agreed budget, unless already agreed as a delegated action at a PC meeting.

Dissolving the Working Group

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

Signed:

Date:

Chairman Marden Parish Council

Alison Sutton – Parish Clerk

7 John Davies Place, Westcroft, Leominster, Herefordshire HR6 8JD. Tel: 07789 322771. Email: mardenclerk@gmail.com