



# Colne Town Council

## The Alkincoates Park Working Group

### Terms of Reference

The Alkincoates Working Group (AWG) is an internal working group of Colne Town Council and will operate in accordance with the Council's Standing Orders and Scheme of Delegation.

#### Membership

1. All Members, the Chairman, and the Vice Chairman of the Working Group will be appointed at the Annual General Meeting of the Council and will operate under formal standing order procedures regarding meetings including formal attendance recording, minuting of meetings and quorate minima.
2. The AWG will be made up of five councillors, one Council Officer, and a single representative from each of the following organisations will be invited to be co-opted onto this working group:
  - Phillip Wright Crown Green Bowling Academy
  - Friends of Alkincoates
  - Alkincoates Woodlands Nature Reserve
3. A representative for the current grounds' maintenance contractor will be asked to attend four meetings of the AWG per annum but will not be a voting member of the working group.
4. The AWG can vote to co-opt on other members for fixed periods if additional expertise is needed.
5. Others may be invited to join the Committee. These persons do not have a right to vote or to move or second a motion.

#### Meeting arrangements and frequency

6. It is the responsibility of the Chairman to organise the meeting dates and approve the agenda before each meeting. The Colne Town Council (CTC) Officer will administrate this group by drafting agendas and taking minutes.

7. The AWG will meet at least once a quarter to review the progress of the park and provide continued guidance to the Finance, Employment & Services (FES) Committee.

## **Quorum**

8. For the Working group to be quorate, there will need to be three members of the AWG present, including at least two Councillors but not including Council Officers.

## **Purpose**

9. The AWG's primary purpose is as an Alkincoates advisory group, and it will provide guidance and recommendations to the FES Committee of Colne Town Council.
10. The AWG's initial task is to advise on the best way forward for Colne Town Council to protect the legacy of Alkincoates Park.

## **Areas of responsibility**

11. The AWG will review the delivery of the Council's current arrangements for grounds maintenance and will make recommendations for any additional required works that are not part of the tender contract, or any changes to planned works.
12. The AWG must work within the budget set at the beginning of the year. Any increases in budget must be recommended to the FES Committee complete with a rationale of why it is needed.
13. The AWG does not have any powers to agree on spending or enter any binding contracts on behalf of the Town Council.
14. The AWG will make recommendations for consideration by the FES Committee on the future maintenance of the park.
15. The AWG will compile a park management plan to be reviewed annually.
16. The AWG will bring forward ideas to encourage more visitors to the park and help make the park more accessible to users.
17. A progress report will be submitted at the first FES Committee meeting following the AWG quarterly meeting.
18. As this working group, by its nature, may have to discuss personal information or sensitive information from private organisations and businesses, the discussions in the meetings are confidential.