



## **BOTTESFORD PARISH COUNCIL**

**Serving the People of Bottesford, Muston, Easthorpe and Normanton**

### **Skate Park Working Group Terms of Reference**

Date of last review: 13<sup>th</sup> May 2024

Minute Reference: 119/24

Date for Review: May 2025

## 1. **Membership**

Members of the working party will be appointed by the Parish Council and will consist of at least two members of the council. Members of the public (Lay members) who have specific knowledge / expertise on the subject to assist the Working Group can also be co-opted.

The Term of Membership for the working group will be for a period of one year or to the next Annual meeting of the Full Council during which Council can re-confirm the working group's membership and terms of reference and/or appoint other members.

## 2. **Leader**

The working group will elect a leader who will be the main point of contact for the Clerk to the Council, Council members and members of the public.

The leader of the Working Committee will report to Full Council in order that progress may be noted, and decisions ratified.

## 3. **Powers**

Working Groups cannot make decisions or spend any money on behalf of the Parish Council, and any recommendations made by the working party will be subject to Council Financial Regulations.

## 4. **Committee Objectives & Role**

The objectives of the Bottesford Skate Park Committee is to provide a sustainable forum to enable interested residents to work in partnership with Bottesford Parish Council in the management and potential development of Bottesford Skate Park.

Activities may include; monitoring and managing the appropriate use of the skate park; keeping the area clear of litter; developing publicity information and events and enhancing the use of social media and local media; exploring the potential for an Bottesford Skateboarding Club.

## 5. **The Role of the Parish Council**

The Parish Council will provide; committee members to improve liaison with full Council; Annual, Quarterly and Weekly checks of the facility; Insurance (including public liability and reinstatement), associated facilities such as bins and benches (following consultation with, and approval from, full Council)

## 6. **Meetings**

The working group will call meetings as and when needed.

Informal minutes/notes will be taken at the meetings and distributed to Working Group members.

## 7. **Review**

The work of the group will be formally reviewed on an annual basis and this review will inform the Council budget planning process.