



Courts Development Working Group Terms of Reference

1. Quorum

The quorum of the working group shall be 3 voting members. Voting members are FCPC Councillors.

2. Scope of work

The Working Group will discuss and make recommendations to Council on matters pertaining to the courts areas owned by Frampton Cotterell Parish Council. The group will undertake fact finding and research on play area projects, schemes and opportunities.

The group will engage with the community and raise the profile of the play area work carried out by the Parish Council. Opportunities will be made available to the public to share skills and contribute to the working group.

The Working Group will investigate new opportunities including, but not limited to, the following:

- Court improvements.
- Courts promotion to residents to ensure maximum usage.
- Influence planning applications where possible and applicable.
- Research and apply for grant funding.
- Creation and maintenance of a courts blog page on the FCPC website.
- Provide regular update reports to the FCPC Clerk for promotion to residents on what work is being carried out/has been carried out.

3. Public involvement

The nature of public involvement should remain fluid and informal. Parishioners may join meetings on topics or projects they are interested in. The working group will actively seek out collaborations with local groups and organisations and recognise their contributions.

Where possible, a timeline of projects and meetings to be distributed to public through traditional and digital platforms.

4. Public recruitment

Members of the public to be invited to working group meetings regularly via Facebook, Parish Council website and Frome Valley Voice newsletter. All meetings should be publicised. Local group/organisation representatives to be invited to the group.

5. Delegated powers

No delegated powers. Any powers must be delegated by Full Council.

6. Meeting schedule

Meetings to be arranged as and when required depending on project needs. Clerk to be alerted at least 10 days in advance of any meetings held. The working group can schedule meetings independently from office staff, however, the Clerk to be informed. Meeting dates to be arranged in consideration of the budget cycle. Where possible, a schedule of meetings and project topics to be scheduled and circulated to members and public.

7. Group Membership

The Group shall consist of Councillors with a range of skills and experience and a minimum of three members shall be present at each meeting to ensure a quorum. There is no limit of non-Councillors being part of the group but to have efficient and effective meetings no more than 5 is recommended.

Adopted at the Courts Development/Strategy Working Group meeting held on 27th September 2022

Ratified by Finance & Governance Committee Meeting held on 20th October 2022

Review date: May 2023