

Skatepark Working Party Terms of Reference

1. Membership

The working party will consist of at least one council representative and as many local residents as wish to volunteer to be involved. At its first meeting it will elect a Chairperson and Vice Chairperson to preside at meetings as well as nominating someone to take minutes.

2. Record of Proceedings

Written notes will be taken to record the Working Party's activities and will be circulated as widely as possible. For example, the notes could be published on the Bar Hill Parish Council website, on Facebook, on the Council noticeboard, on the Village Hall noticeboard, etc. The Working Party will determine where the minutes should be published but minutes must be circulated to all Working Party members.

3. Responsibilities

To produce an option or a range (no more than three) options which could then be put to the village in a Parish Poll. Ideally this would coincide with the May local elections (so polling costs are minimal).

The proposal should include both a design, with annual costings, as well as a means of funding. For example "by adding to the precept". The proposal should include the location of the skatepark.

At the first meeting the Working Party should discuss, and if possible agree;

- A plan (with appropriate timelines) to ensure that the responsibilities are fulfilled within the time frame above (or a new time frame),
- Meeting structure and frequency - for example every two weeks in person, monthly via Zoom, etc
- How the work between meetings will be managed (email, a WhatsApp group, Facebook page, etc)
- How residents will be able to contribute