

RAWCLIFFE PARISH COUNCIL

TERMS OF REFERENCE

13th July 2020

RAWCLIFFE LAND MANAGEMENT WORKING PARTY

Membership – 3 Members Minimum

- The Rawcliffe Land Management Working Party (RLM) to consist of at least 3 members from Rawcliffe Parish Council.
- The quorum of the RLM Working Party is 3.

Aims

As the principal lease holder of the land at the end of St Marks Grove, Rawcliffe, the Parish Council is reviewing the use of and management strategy for the recreation facilities and land with the view of ensuring that the evolving needs of residents and organisations in the area are addressed.

The following objectives are adopted by the working party to guide the shape of future use and management of the rec area.

Objectives

1. Community Hub.
Establish the Rawcliffe Rec as a community hub for supporting and engaging with the Rawcliffe community.
 - a. Developing the facilities to offer a range of services and activities to the public that attract and support people of all ages that includes support, skills development and social interaction.
 - b. Engage with the RRA, the public and the CYC Community Co-ordinator via the “Community Hub” scheme to identify and engage resources and support streams to scope and build the community hub for Rawcliffe. More details can be found here: <https://democracy.york.gov.uk/documents/s136045/Report.pdf>
2. Accountability, Transparency and Connectivity.
 - a. Decisions made regarding the management of the rec land, services and activities needs to be transparent, accountable and connected to the public.
 - b. There should be active engagement with other groups in the area providing services to members of the public with representation, consultation and involvement for the public and user groups in decisions made. This requires all meetings of management entities to be open to the public and publish minutes and accounts.
 - c. All management entities must report monitoring stats to the parish council including:
 - No of activities, events and services delivered.
 - Revenue, Expenditure, Balances
3. Management. Needs to be effective and efficient.
 - a. There should be clear understanding and alignment of responsibilities between the organisations involved.
 - b. We need to ensure the management structure and entities can effectively plan for, access and spend public money and grants to secure the resources required.
 - c. We must ensure that all volunteers feel that their efforts count and that a culture of teamship and common objectives is fostered.

- d. Volunteers must be protected from risk and not be over burdened with bureaucracy.
 - e. Consider formation of new RPC or RRA committees as may be required for discrete functions. Events. Facilities. Activities. Services.
 - f. Ensure that the needs and roles of employed staff are appropriate and review where required.
4. Maintenance.
- a. The entities involved in maintenance require clear understanding of their responsibilities.
 - b. The entities involved must be appropriately resourced and work together as a team.
 - c. Processes and procedures to report and respond to maintenance issues should be simple yet effective at keeping the whole area tidy and well maintained.
5. Events.
- a. Plan and hold community events. For example, BBQ's, bands, fete's, festivals, boot sales.
 - b. The objectives of the management entities will include holding and assisting other groups to hold events .
 - c. Review whether having separate groups (such as the reset events team) is the best strategy or whether sub-committees of the RRA or RPC are more appropriate.
6. Review whether having separate groups (such as the RCET events team) is the best strategy.
- a. Extend the range of activities on offer. Examples include expanding activities which use the bar, outdoor picnic area, outdoor gym, seating areas, youth clubs, games, pool table, etc.
 - b. Prioritise local groups, youth teams and the needs of vulnerable people above the needs of user groups from outside the area.
 - c. Links to external groups need fostering to promote broader community activity and engagement. Examples: Sea Scouts, Young at Heart, CWPC, Church, etc.

Meetings

The Clerk will call RLM Working Party meetings as and when necessary. The meeting will either be held remotely, e.g. via Zoom meetings or when possible at the Parish Council office at Rawcliffe Recreation, Pavilion St Mark's Grove, YORK YO30 5TS.

Documentation

Minutes of all meetings will be recorded by the Clerk and circulated at full council meetings of Rawcliffe Parish Council for information. All resolutions and recommendations to full council shall be recorded in the minutes of the meetings.

Accountability

The RLM Working Party can make recommendations to the full council.

Review

The terms of reference for the RLM Working Party are to be reviewed annually at the first meeting after the Annual Council meeting.

TO BE REVIEWED MAY 2021