



Terms of Reference Recreation Centre Working Party	Doc. Ref. CPC-T-RCWP
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Terms of Reference

Recreation Centre Working Party

1. Name

Recreation Centre Working Party (RCWP)

2. Purpose

To provide impartial advice and technical input to Chacewater Parish Council in relation to the planning, design, funding, delivery, and future operation of the Recreation Centre project.

3. Status

The Working Party is advisory only. All decisions remain with Chacewater Parish Council.

4. Scope

The Working Party may consider and provide advice on all matters relating to the client management of the project, including:

- site options and constraints;
- design principles, layouts, and specifications;
- sustainability, accessibility, and community use;
- funding opportunities, grant criteria, funding conditions, and the alignment of project proposals with required outcomes and outputs to meet funder expectations;
- project costs, budgets, value-for-money considerations, and financial risks;
- procurement strategies and the appointment of contractors, consultants, and professional advisers (in an advisory capacity only);
- phasing, programme, and delivery considerations; and
- matters relating to the discharge of Chacewater Parish Council's legal, statutory, and contractual obligations as the client body.

5. Membership

Membership shall comprise:

- a minimum of three appointed Parish Councillors;
- the Parish Clerk to the Council, who shall be a member of the Working Party for the purposes of governance, record-keeping, and continuity; and
- an equal number of non-Councillor participants who have been invited to participate by the Council for their relevant skills, knowledge, or experience.



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6. Eligibility (non-councillor participants)

Non-councillor participants must:

- be a resident of Chacewater Parish;
- have skills, knowledge, or experience relevant to the project;
- agree to the **Working Party Participation Code**; and
- not be a member of, or actively involved in, any campaign, action, or lobbying group directly related to the Recreation Centre project.

7. Appointment and tenure

Appointments are made by resolution of the Council, and may be time-limited or reviewed at intervals determined by the Council.

Applicants should submit an Expression of Interest, using the Council's standard form, outlining their relevant skills, knowledge, or experience and how they believe these would contribute to the work of the Working Party.

8. Chairing and meetings

Meetings shall be chaired as required by a Councillor who is a member of the Working Party. If the Parish Clerk is not available a Councillor will be nominated to take notes and to ensure relevant business is considered.

The Working Party may meet either on the construction site or at another nominated venue. The Working Party shall meet as necessary to maintain momentum and effective oversight of the project, with an expectation that meetings will normally take place no less frequently than monthly, subject to project stage and requirements.

Meetings are not open to the public and will not be advertised.

9. Reporting

The Working Party shall report to the Council at a minimum at each Full Council meeting for the duration of the project.

Reports shall be provided in written form and shall summarise progress, issues arising, and any matters requiring Council consideration.

10. Removal

The Council may remove a participant, whether a councillor or a member of the public, where:

- a conflict of interest arises;
- confidentiality is breached; or
- behaviour falls below the standards set out in the **Working Party Participation Code**.