

Freshwater Parish Council

Skatepark Working Group

Terms of Reference 2026



Objective:

The Skatepark Working Group (“the Working Group”) is established by Freshwater Parish Council (“the Council”) to explore, develop, and deliver proposals for build of the new public skatepark facility within the parish. The group will predominately act in an advisory capacity, making recommendations to the Council for formal decisions except in the circumstances details below.

Membership:

Membership will be agreed by the Council and may include:

- Parish Councillors (minimum of 3)
- Representatives of local youth and skatepark users
- Community representatives
- Relevant officers or advisors (non-voting)

Chair:

- A chair will be appointed by the group at its first meeting of the year.
- If the chair is unable to attend any scheduled meetings, it is their responsibility to appoint a vice chair for that meeting only, which must be a Councillor already on the committee.

Voting rights – Only Parish Councillors will have voting rights on any matter.

Quorum:

The quorum of the committee is 3, of which, 2 must be Freshwater Parish Council Councillors.

In Attendance:

The Clerk and/or a delegated member of staff will attend relevant monthly meetings.

Meetings:

Meetings will usually be held monthly; the days of the meetings will usually be agreed at the meetings of the working group.

Admission of the Public and Press:

The meetings will normally not be open to the public or press.

Minutes/Reports:

Minutes of all meetings will be recorded by an officer, circulated to working group members with clear assigned task and reported to Full Council.

Roles and Responsibilities:

Chair:

- Lead meetings and ensure orderly conduct.
- Act as primary liaison with the Council.
- Ensure progress against project deadlines.

Members:

- Attend meetings and contribute constructively.
- Represent community perspectives where appropriate.
- Undertake agreed tasks between meetings.

Clerk/Officer Support:

- Provide administrative support, including, but not limited to, agendas and minutes.

Delegated Authority:

The Working Group may:

- Gather information and evidence to inform recommendations.
- Engage with the public through consultations, surveys, and meetings.
- Liaise with external organisations (e.g. designers, contractors, youth groups, funding bodies).
- Commission preliminary feasibility works or specialist reports where authorised by the Council up to the amount of £1000.
- Provide cost estimates and budget recommendations.
- To update Full Council on any partnership/sponsorship deals.
- Present a project delivery plan, including timelines and risk assessment.
- Fund raise on behalf of the new skatepark project.
- Plan and deliver events to promote the skatepark project, not exceeding a cost of £1000. Any events that exceed this value must be approved by Full Council.

The Working Group may not:

- Make binding decisions on behalf of the Council.
- Commit Council fund in excess of the above stated amounts without prior approval.
- Enter into contracts or agreements without prior approval.

