

# Preston Parish Council

## Pavilion Working Group (PWG)

**Purpose:** To advise Preston Parish Council (PPC) on the options and actions required to progress the pavilion project to completion. To provide a welcoming, inclusive and modern sports facility which is future proofed for many years of use by both the community and Preston Cricket Club (PCC) To provide advice to PPC on potential fund-raising activities and opportunities. To subsequently carry out appropriate fund-raising activities for the pavilion.

### Composition

- The PWG will comprise a minimum of the following with voting rights:
  - Three PPC Councillors, as nominated by PPC
  - Two members of Preston Cricket Club (PCC), as nominated by PCC
  - Two Preston Parish residents, as nominated by PPC
- Plus, without voting rights:
  - Up to a maximum of two volunteers at any one meeting, as invited by the PWG to provide technical insight, eg qualified professionals, who may attend on an ad hoc basis to offer advice on their areas of expertise
- The working group will be chaired by a PPC Councillor.
- Final approval of membership of the working group will rest with PPC.

### Meetings

- The PWG will generally meet once per month. Additional meetings will be held as necessary. Every meeting shall have a clear agenda circulated at least 3 days in advance of the meeting. All meetings will be minuted by a member of the Working Party and the outcomes reported to the PPC in the written report.
- A written report on fundraising activities, suggestions and progress will be made to each PPC meeting.
- All decisions shall be recorded by way of resolution and a vote by those present at the meeting. In the event of a tied vote the Chair shall have the casting vote.
- Resolutions for decisions to be taken by the Parish Council will be included in the written reports.
- Other Members of the PPC will have the right to attend as Observers but such PPC Observers will not be allowed to vote on any PWG resolution.
- In the event that a member of the PWG cannot attend a meeting they may substitute an alternate provided that such member confirms the delegation in writing prior to the meeting and/or in the case of a PPC delegate to another member of the PPC.
- To constitute a quorum there must be a minimum of three PWG members (or their alternate or delegate) in attendance, one of which must be a PPC Councillor.
- Members of the community are welcome to attend Working Group meetings as Observers
- Should a member of the community interrupt a meeting, after warning from the Chairman, they may be asked to leave.
- Members of the community may be temporarily excluded from a meeting during discussion of a commercially sensitive item.
- Written reports will be included in Parish Council minutes and published in the Pavilion Project section on the Parish Council website.

### Finance

- All financial commitments/decisions will require PPC approval.
- All decisions on tender selection, contract letting and variations/changes and submissions for grants, approvals etc. will require PPC approval.
- All funding for the project will be held in a PPC bank account. Subsequently all payments for the project will be paid directly by PPC.

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### PWG Remit

**To facilitate the development of the current pavilion at Preston Recreation Ground. This shall include:**

- To investigate the development options, taking into account the space available and the need to have a sustainable pavilion suitable for long term use.
- To prepare a brief for the project and send to three selected architects.
- To Interview architects and take references from previous clients.
- To recommend an architect to the Parish Council
- With PPC agreement, obtain preliminary drawings and costings.
- To review drawings and costings and make recommendations for the project to PPC.
- To act upon PPC decisions and if appropriate, move towards submitting a planning application with the architect.
- To appoint a suitably qualified professional to manage the contract(s) on behalf of the PPC and PWG, to include:
  - To prepare a brief for contractors to enable them to quote for the tender process
  - To manage the tender process for selecting the contractor or contractors for the development of the pavilion
  - To recommend the contract outputs to the PPC for approval
  - To manage the construction process
- To propose to the PPC the process for seeking funding, including informal and formal grant funding applications.
- With delegated authority from the PPC to make informal and formal submissions for grants.
- With support from the community, PPC, PWG and PCC to organise appropriate fund-raising events.

### Community Involvement

**To consult the community at appropriate points during the development process, with agreement from PPC**

Consultation to include a variety of methods, but not limited to:

- Newsletter information
- PNS and Parish Council Database messages
- Electronic surveys
- Drop in meetings in the village hall, particularly when drawings and plans are available to view

### Criteria

The criteria for the response by the community to each consultation to be agreed with PPC prior to the consultation taking place

### Modification

Should the PWG wish these Terms of Reference to be modified, it shall submit a written proposal to the PPC for approval.

# Preston Parish Council

## Pavilion Working Group (PWG)

### Conduct

The conduct of members of the WG will be subject to the core principles of the Preston Parish Council Code of Conduct. These are shown below.

Whilst differences of opinion between Working Group members are expected, and even welcomed when expressed in a respectful way (as different views often lead to better results), all PWG members must accept the purpose and duties of the PWG and the constraints under which it is deemed to operate. Any members deemed to be acting in a manner contrary to achieving the purpose and duties expected of them, may be required to leave the PWG. The PPC reserves the right to remove any member of the PWG who in the PPC's opinion, has not complied with the core principles of the Code of Conduct, or these Terms of Reference.

Code of conduct core principles:

To uphold the Seven Principles of Public Life, also known as the Nolan Principles. Building on these principles, the following general principles have been developed: In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

The Code applies to all forms of communication and interaction, including:

- at face- to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

Bullying, harassment and discrimination:

- I do not bully any person.
- I do not harass any person.
- I promote equalities and do not discriminate unlawfully against any person.

Impartiality and knowledge use

- I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

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- I do not improperly use knowledge gained solely as a result of my role for the advancement of myself, my friends, my family members, my employer or my business interests.
- I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

### Gifts and hospitality

- I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- I register with the Chairman any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- I register with the Chairman any significant gift or hospitality that I have been offered but have refused to accept.