

APC/ACSC DEVELOPMENT COMMITTEE.

AGENDA.

**Proposed items for agenda for meeting on Tuesday 21st September 2021 at 7.00 pm,
Community Centre, Oliver's Meadow, Westergate, PO20 3YA**

1. Apologies for absence.
2. Introductions.
3. Declarations of Interest.
4. Election of Chairman for meetings (as described in the Terms of Reference).
5. Agree and adopt Terms of Reference. (Distributed prior to meeting)
6. Louise Beaton, Village Halls Adviser to address a meeting and outline the suggested procedures and the format to take the re-development forward.
7. To discuss, confirm content and agree the procedures and format as outlined in Item 5.
8. To agree to engage AiRs to develop the Business Plan and to carry out a Community Engagement exercise.
9. To agree to develop a combined Parish/ACSC pamphlet to promote both organizations.
10. To advise all user groups that we require a Plan for their development to be incorporated into the Business Plan.

11. To agree specific dates to achieve the actions in items 5,6,7,8.

12. To agree the following bi-monthly meeting dates:

16 November 2021

18 January 2022

15 March 2022

17 May 2022

Other dates to be agreed at Full Council following AGM 2022.

13. To agree the format of future agendas.

Aldingbourne Parish Council and Aldingbourne
Community Sports Centre Development Committee.
(Hereafter referred to as APC/ACSC Development Committee).

Proposed Terms of Reference

THE COMMITTEE.

This committee will report to the APC Full Council and the ACSC Trustees meeting as required.

PURPOSE.

The purpose of the Committee in an advisory role to bring forward all the proposed improvements, refurbishment, upgrading and additional capacity to provide an enhanced Community facility to serve the present membership of the user groups and to promote to the increasing numbers of residents the quality facilities that are on offer.

THE SCOPE.

The scope of the Committee will be to improve all areas of the ACSC complex, including, but not limited to the external sporting activities, the internal sporting and recreational activities. To enhance the internal and external appearance of all buildings and to ensure all refurbishment, add-on building and upgrading works are sympathetic and are complimentary to the activities that are undertaken at the site.

AUTHORITY.

The Committee will be responsible for discussing and taking into consideration all suggestions, visions and plans for the future, to fairly assess the viability (in partnership with an approved Architect/Project Manager), expected useage and financial expenditure and to agree an overall strategy for the development of the Complex and to produce a Business Plan and programme of projected works. To also discuss and agree all individual/sections of proposed improvements and to seek approval of the Parish Council as principal owners.

MEMBERSHIP.

The Committee membership will comprise the Parish Council's Chairman, Vice-Chairman, Chairman of Planning and the Parish Councillor representative to ACSC. It will also consist of the ACSC Chairman, Vice-Chairman, Secretary and Treasurer. A Chairman, Vice-Chairman will be elected at the inaugural meeting for a specific duration or on a meeting by meeting basis. Whichever is agreed the other option to be disregarded in these Terms of Reference.

MEETING ARRANGEMENTS.

Meetings will be held in the Community Hall in the ACSC building on the third Tuesday, Bi-monthly (suggested dates to be agreed). The meetings will be conducted along similar lines to Parish meetings, conducted by the Chairman, to be elected at the inaugural meeting, a

Vice-Chairman if deemed necessary. These two positions could be limited to specific durations and decided at the inaugural meeting. Meetings will be attended by the Council Clerk who will notate and produce minutes to be distributed to the committee members.

The agendas will be composed by the Clerk and the Chairmen of both organisations.

Minutes will be distributed and a record loaded onto the Councils website and facebook page and the ACSC website. All communications between meetings will be directed via the Clerk to maintain transparency and to ensure clarity is maintained.

A Quorum will be at least _____ members of each Organisation

REPORTING.

The Clerk will distribute Draft Minutes to each member, which will be presented at the next meeting for approval along with the Agenda for that meeting. Each organisation will report back to its committee via one representative with a summary of the meeting and its content under an agenda item APC/ACSC Development Committee. Minutes will also be published line and via social media channels.

BUDGET.

A monetary sum of £30,000.00 over the last two fiscal years has been set aside by the Parish Council from its precept to be used for the purpose herein described including professional fees. This sum will be set aside in the following years, but could be dependant on the monetary climate and changing circumstances.

It is expected that additional monies can be raised from Grants, some of which can be obtained from Sporting bodies, from fund-raising activities, donations from the user groups, Sponsorship, which needs specific exploration, and from the developer contributions within the Parish.

DELIVERABLES.

It is expected that each member of this committee will play an active part and will participate in achieving the goals set out herein, but the primary duties will be to collate, check viability, allocate funds, plan and programme and monitor progress in all areas the intended improvements to fruition.

REVIEW.

To review these Terms of reference on a regular basis and as conditions dictate, but at the least each year. Terms of reference to be agreed for change at any regular Committee meeting.

September 2021