



Brixworth Parish Council
Sports Liaison Working Group
Terms of Reference

The Parish Council at its meeting on 30th July 2020 (Minute 20/5083) discussed the existing pressures on the Parish Councils own sports facilities. This was leading to an overuse of the facilities which was not sustainable. The Parish Council was also keen to involve the local clubs in the overall operation and development of its own sites.

1. Purpose

Work towards high quality sustainable and inclusive recreation facilities through effective partnership working and proportionate investment. Providing sound advice to the Parish Council

2. Aims and Objectives

1. Support and encourage the development of local sport for the Brixworth community on the Parish Council sites through liaison and partnership working.
2. Ensure that the existing facilities are well maintained and maximised but without being overused.
3. Provide constructive feedback on the Grounds Maintenance Contractor Performance. This will include a review of all expenditure to ensure the effective and efficient use of resources. (The budget will continue to be presented direct to the Parish Council.
4. Provide support and direction to the sports clubs to enable them to deliver an enhanced sporting experience of the Brixworth community.
5. Ensure local knowledge is shared. Identify what the issues are, articulating why they need resolution, and putting forward ideas on how they might be resolved.
6. Improve communication by sharing information and feeding back comments.
7. Work in a collaborative and open manner, focussing discussion on finding appropriate solutions.
8. Work towards a vision to achieve sporting facilities for the Brixworth community.
9. Report the outcomes and actions as a result of any breaches in terms of terms and conditions or proven complaints.
10. Ensure that all users of the recreation grounds receive fair and equal treatment

11. Ensure that grounds are all operated in line with the legal agreements including complying with any restrictive covenants
12. Ensure adherence to the terms of all leases and agreements granted
13. Endeavor to secure funding whenever possible and identify ant improvements
14. Ensure that all business is conducted in accordance with the policies and procedures of the Brixworth Parish Council.

3. Composition

Membership shall comprise of a minimum of 3 members of the parish council as appointed at the Annual Meeting of the Brixworth Parish Council. The Full Council may resolve to adjust parish council membership for the benefit of the council and/or working group.

The meeting will be chaired by a Parish Councillor on a rotational basis. This is to ensure that the purpose of the Liaison Group is achieved. The Chairman will act in an impartial way to ensure all different views are heard.

The following sports clubs are invited to join the Working Group –

- Brixworth All Saints Football Club & Brixworth Juniors Football Club
- Brixworth Cricket Club
- Central Sports Club
- Sands United Football Club.

The invitation to join the Sports Liaison Working group should also be extended to members representing newly established or potential new clubs in the village.

Continuity from one meeting to the next is important for the effectiveness of the group. The Clubs will therefore identify named individuals, but that individual can send a substitute should they not be able to attend a meeting.

- The meeting will be supported by the Parish Clerk. (Notes will be prepared by the Council)

4. Quorum

The Quorum for the Sports Liaison Working Group shall be two Councillors plus clubs.

5. Meeting Frequency

The Sports Liaison Working Group will meet at least twice per annum and other times when required.

The discussions and recommendations will be reported to the Parish Council after each meeting.

6. Responsibilities

A written report will be submitted to the Parish Council after each Working Party meeting indicating:

- Confirmation of any timescales
- Reporting of any issues or risks
- Recommending a course of action or requesting a direction from the Parish Council
- Highlighting any financial implications either short or long term.

- Consider all complaints received and ensure that action taken, BPC to deal with full council.
- Health and safety issues
- The Group will review and advise the Parish Council on fees and charges
- To ensure that the playing fields are used and prioritised for Brixworth residents
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7. Outcomes

- Local sport on Parish Council land is coordinated effectively and the limited resources are well used
- Facilities are well managed
- There is increased availability of sustainable pitches with fewer postponed games
- Increased number of sports clubs and more people being active
- Clubs are working together and sharing good practise and resources
- Sports clubs are accessible and affordable to all and equality, diversity & inclusion is integrated into everything
- The Parish Council receives regular reports on progress

8 Notes

The Chairman and the Parish Clerk will set the agenda of the Liaison Group meetings.

This is a closed meeting with a limit of one representative per club. Representatives from newly formed/forming clubs may also be invited to attend.

Meetings will be held via Teams as standard, but there may be occasions when a face-to-face meeting is deemed necessary. Invites sent out by the Parish Clerk.

The Sports Liaison Working Group reports direct to the Full Council.

Fees and Charges for Recreation Grounds will be dealt with by the Finance Working Group.

A Task & Finish Panel has been appointed to deal with the legal agreements with Central Sports and the Cricket Club.

The Sports Liaison Working Group is 'advisory' only and has no authority to make decisions or to incur expenditure.