

Rowlands Castle Recreation Ground Charity

Charitable Incorporated Organisation (CIO) No: 1163497

Sole Trustee: Rowlands Castle Parish Council

11 The Green, Rowlands Castle, Hampshire PO9 6BW

Tel: 02392 413044 and Email: clerk@rowlandscastleparishcouncil.gov.uk

Recreation Ground Working Group (RGWG)

Terms of Reference

1. The Rowlands Castle Parish Council as the Charity's Trustee, has established the Recreation Ground Working Group (RGWG) with delegated authority to manage a project focused on making improvements to the sports pavilion and reviewing facilities for older children (12+) and opportunities for informal sports. The RGWG will oversee any resulting commissioning, fundraising and implementation of the project plan.
2. The working group will consist of a minimum of 7 members: two Parish Councillors, one resident with a property backing on to the RG, two residents with older children, sports user representatives and the Facilities Officer. Additional members may be invited from time to time to meet specific needs. The Chairman of the working group shall be elected from amongst its members. A quorum shall be 3 members, one of whom must be a Parish Councillor. Members must remain objective in evaluating findings and making recommendations, while appropriately representing their own interests or those of their affiliated clubs or organisations
3. Meetings will be held monthly initially, and the frequency will be decided by the members. Written minutes will be taken to record the group's decisions. Regular reports, updates and recommendations will be circulated to Councillors and discussed at the full Council meeting.
4. Objectives:
 - a) Provide comment on the project plan
 - b) Oversee a comprehensive consultation e.g. online survey, meetings with stakeholders and local residents, publicising the project and Facilities Officer's contact details for informal feedback
 - c) Identify and make recommendations for the improvement of the pavilion
 - d) Identify and make recommendations for the improvement of equipment/facilities for older children
 - e) Provide predicted budget for any works and associated on-going costs
 - f) Identify and make recommendations for future maintenance
 - g) Provide feedback on funding applications
 - h) Ensure that the views of local residents/users are integral to the process
 - i) Ensure that any designs are inclusive of a range of ages and abilities
 - j) Ensure the project meets agreed targets and timescales
 - k) Ensure the project is within the set budget
 - l) Ensure all activities comply with relevant regulations and the charitable objectives of the recreation Ground CIO
 - m) Provide feedback to the Council on a regular basis including recommendations and reports where specific approval is needed
 - n) Upon completion of any improvements/changes, the working group shall conduct a final review to evaluate the project's outcomes against its objectives, identify lessons learned

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5. Rights and powers: the RGWG will have the power to undertake actions as agreed within the project plan. It will not have the authority to agree any expenditure – this will need to be taken at a Council meeting or by the Parish Clerk and two Councillors, where there are justifiable time constraints. The final project plan and any funding applications will be approved by the Council.
6. All activities of the Committee shall be conducted with due transparency and process, and as far as is possible, in line with the Procedures and Standing Orders of the Trustee as a Parish Council. Terms of Reference and minutes will be published on the Parish Council website.
7. Duration: once the stated objectives have been completed, the group should be dissolved

Agreed and approved by Rowlands Castle Parish Council, the Charity's Trustee on:

12 January 2026