

Ide Parish Council

Weir Meadow Recreation Ground and Pynes Community Orchard Projects

Joint Fund Raising Sub-Group

Terms of Reference

1. Background

Ide Parish Council intends to purchase Weir Meadow with Northern Fields & Triangular Field, and Pynes Victorian Orchard from the Church Commissioners for use as a recreation ground and a community orchard respectively. Prices have been agreed and at Feb 2021 we are close to signing three year option agreements for both sites. Planning permission for Weir Meadow has been granted; none is needed for the Orchard.

Now we know that the two option agreements are likely to be signed at the same time, we can go live with both projects at the same time. This allows us to co-ordinate the fund raising efforts for both projects into a single joint group. It will make best use of the village's talents and resources, present a clear package to donors and grant making bodies, and avoid division or confusion when applying for funds.

A draft Strategy for joint fund raising has been written, in which we suggest setting up this joint fund raising sub-group.

The terms of reference for the two existing Working Groups include undertakings to identify potential sources of local and national funding for the development of the project; and instigate and co-ordinate fund raising for the development and equipping of the facilities. So this sub-group is the natural follow-on from that.

2. Purpose of the Meadow & Orchard Joint Fund Raising SubGroup.

- Stimulate and co-ordinate fund raising effort in line with the agreed Strategy
- Make best use of the personnel and talents in the village
- Explore the different lines of approach to ensure we cover all potential sources of funds
- Speak with a unified message and voice for both projects
- Make effective communications and links with online platforms
- Manage expectations and allocate tasks effectively

3. Reporting

The group will report to every Parish Council meeting, and every Meadow and Orchard WG meeting

4. Status and responsibilities

The sub-group is a working group or committee of Ide Parish Council. It will act in an advisory capacity to the Parish Council. It has no powers to commit the PC to spending and does not hold decision making powers.

The final version of the Terms of Reference shall be subject to approval by the Parish Council at a full PC meeting.

5. Time

The subgroup will be constituted for an initial period of 18 months. This period may be extended by the Parish Council at a full PC meeting .

6. Membership

Members of the subgroup will be drawn from existing Working Group members. Additional members may be co-opted to represent other relevant interests in the village.

Maximum total number 10.

At least two Parish Councillors.

Quorum will be three.

The group will appoint a chairman and a secretary.

The membership will be approved by the Parish Council.

7. Meetings

Meetings need not be open to the public. Agendas need not be published; but approved minutes will be published on the PC village website.

8. Conflicts of interest

Members of the group who have a prejudicial interest in a matter on the agenda must declare that interest at the start of the meeting. If the interest is of significant pecuniary value to themselves or the organisation they represent, they must absent themselves from the room for discussion of that item and not vote on that matter.

9. Expenses

The group has no budget, and reimbursement for the members' time will not be made. Food and drink expenses will not be reimbursed. The group may apply to the PC for reasonable out of pocket expenses incurred in the course of the working group's work.

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Approved by Ide Parish Council 17 March 2021

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