



# Owmbly and Normanby Community Park

## Mission

Our mission is to create and maintain a vibrant and inclusive community park that enhances the quality of life for residents of all ages. We are committed to preserving green spaces, fostering a sense of unity, promoting wellness, and providing opportunities for recreational and cultural activities that enrich our community. Through collaboration, stewardship, and engagement, we aim to ensure that our park remains a cherished and sustainable asset for generations to come.

## Objectives

### 1. Environmental Stewardship

- Implement sustainable landscaping practices to reduce environmental impact.
- Promote biodiversity by planting native species and creating wildlife habitats within the park.

### 2. Community Cohesion

- Organize regular community events to bring diverse groups of residents together.
- Establish a community orchard to encourage collaboration and interaction among park visitors.
- To engage with the community to ascertain what the priorities should be for the park.

### 3. Diversity and Inclusion

- To offer a range of events suitable for all ages, abilities and cultures.
- Provide accessible amenities and facilities for individuals with disabilities.

### 4. Health and Well-Being

- Design paths with fitness stations to encourage physical activity for all ages and abilities.
- Provide shaded areas with seating for quiet contemplation to promote mental well being.

### 5. Environmental Education

- To encourage visitors of all ages to learn about local ecosystems, conservation, and sustainable practices.
- Create nature trails with informative signage to raise awareness about the environment.
- Organise clean-up and restoration events to engage the community in preserving the park's natural beauty.

### 6. Access and Inclusivity

- Implement and maintain pathways and facilities that are accessible to people of all ages and abilities.

By setting these objectives, the community park committee can work towards creating a park that not only enhances the environment but also fosters unity, embraces diversity, promotes health, and improves overall well-being for the entire community.

# Community Park Committee (CPC) – Terms of Reference

## **Membership**

The Community Park Committee shall be made up of a minimum of 2 councillors each from Normanby by Spital PC and Owmbly by Spital PC.

Responsibility and Spending is delegated to the CPC by the Parish Councils.

All members of the Committee must abide by Normanby by Spital and Owmbly by Spital Parish Council's Code of Conduct.

The committee will elect a chair from its membership and this will alternate between Councillors of each Council.

## **Meetings**

The Committee need only meet and officiate when proposals put forward by the Working Group are not agreed by both councils.

When the Committee meets, this is a formal meeting which must be publicised with 3 clear days notice.

The clerk is responsible for publishing the notice, sending the summons to attend to meetings with agendas, minute-taking and circulation of the minutes for each meeting. They will ensure that the agendas and minutes are posted on both Owmbly and Normanby Parish Council websites.

Minutes of the meetings will be circulated and made public within 1 month and made available to the respective clerks of Owmbly and Normanby Parish Councils for inclusion on their agendas.

All resolutions will be decided by a majority. A minimum of 4 will represent a quorum. In the event of an inconclusive vote the Chair does have the casting vote.

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for special reasons. The public's exclusion from part or all of the meeting shall be by resolution which shall give reasons for their exclusion.

## **Communication**

All written communication pertaining to the actions of the committee will be conveyed through the clerks to both Owmbly and Normanby Parish Councils.

## **Owmbly and Normanby Parish Council Commitments**

1. To pay for the ongoing costs for the following:
  - a. Grass cutting and strimming
  - b. Hedge trimming
  - c. Insurance
  - d. ROSPA inspection of play equipment.
2. Each Parish Council to contribute 25% towards the following items and the Community Park to pay the remaining 50%

- a. Ditch clearing
- b. Tree Surveys and Maintenance
- c. Clerks Salary
- d. Equipment Maintenance

### **Termination**

In the event of either party terminating the agreement:-

1. If the terminating parish council is holding funds: The parish council terminating shall agree to pay any agreed expenses up to the date of termination of the agreement and transfer the balance of funds to the other parish council.
2. If the terminating parish council is not holding funds: The parish council terminating shall agree to pay any agreed expenses up to the date of termination of the agreement on demand from the continuing parish council.
3. The value of the assets will transfer to the continuing parish council and will be reflected on their subsequent annual audits.

## Community Park Working Group Terms of Reference

The Working Group shall be made up of a minimum of 2 councillors each from Normanby by Spital PC and Owmbly by Spital PC with the option to co-opt further volunteers on an adhoc basis as required.

All members of the Working Group must abide by Normanby by Spital and Owmbly by Spital Parish Council's Code of Conduct.

Members of the Working Group must elect a lead member, who is a serving councillor.

The Working Group will meet quarterly if required, or as and when deemed necessary by the lead Member.

The lead member will produce and submit written reports following a group meeting to the Parish Councils with recommendations including budgetary and financial implications where necessary.

The Working Group will strive to meet the objectives of the CPC.

### **Spending**

The Working Group is to prepare a budget and set out their objectives before 31 March each year for presentation to both Owmbly and Normanby Parish Councils for approval at their respective Annual meetings.

When preparing budgets for the year, itemised details should be provided and evidenced with suitable supporting documentation as available.

At the time of spending it is the responsibility of the working group to ensure this expenditure falls in line within the budget set. It may not be acceptable to take the cheapest tender, quote or estimate, as availability or quality may not be suitable. Estimates should be obtained as follows: (In line with NALC)

- a. < £300 – evidence of internet costings acceptable
- b. £301-£3000 – strive for 3 estimates or quotes – internet acceptable
- c. >£3000 – 3 written/internet quotes.

The working group shall have the authority to make decisions to spend the monies allocated from the earmarked reserves up to an amount determined annually by both Owmbly and Normanby Parish Councils at their respective Annual Parish Council meetings.

The working group shall have the authority to make decisions to spend monies received in earmarked grant funding without further approval from the Parish Councils.

The working group can only spend within the agreed budget or within ringfenced funds as allocated.

Ringfenced funds should only be spent on the items for which they are intended and within the time frame dictated by the grantor.

Evidence of spending should be submitted without delay to the Responsible Financial Officer (RFO) of Owmbly Parish Council for accurate record keeping and circulation to both Councils simultaneously.

Spending will only be actioned by the RFO if it has been approved in the budget forecast or falls within the spending limit of the working group.

It is incumbent on the group to acquire the best value possible for any purchase. Where a spend exceeds £300 the group must strive to obtain 3 estimates or quotes. The working group is not compelled to accept the cheapest quote.

### **Grant Applications**

Grant applications may be prepared by the Committee or Working Group. Applications based upon previously agreed priorities should be signed and submitted by the clerk who has written approval to do so from both parish councils. Any updates regarding such applications should be conveyed to the Parish Councils as received.

### **Safeguarding**

Safeguarding shall be adhered to in accordance with Owmbly and Normanby Parish Councils' Safeguarding Policies. (Agreed minute items – xx/xx and xx/xx for the respective councils).

### **Health and Safety**

Health and Safety shall be adhered to in accordance with Owmbly and Normanby Parish Councils' Health and Safety Policies. (Agreed minute items – xx/xx and xx/xx for the respective councils).

### **Volunteering Policy**

Volunteering requirements Owmbly and Normanby Parish Councils' Volunteering Policies. (Agreed minute items – xx/xx and xx/xx for the respective councils).

This policy will be reviewed annually.

Signed.....Chairman of Owmbly by Spital PC Date...Nov 2023.....

Signed.....Chairman of Normanby by Spital PC Date...Nov 2023...

Document Control			
Version	Author	Date	Changes