



Kings Hill Parish Council

Sports Park Working Group Terms of Reference

Adopted XX/XX/2020

1. Role of the Working Group

- 1.1 The working group should establish and maintain a prioritised list of suggested improvements. The prioritisation process should consider the cost / benefit equation, such that priority is given to the most beneficial in order to improve the revenue.

Each suggestion, if approved by the working group, should be trialled for a designated set period with a clear set of entry and exit criteria. In order to conduct the trial, prior marketing is required, and users must be clear it is a trial, for a set period. Exit criteria must be established at the outset – what is the minimum sales volume needed for success and adoption, and what revenue / costs are expected.

Failed trials must be documented in the minutes of the working group, with a clear statement of the reasons for failure.

Successful trials, again, should be document in the meeting minutes, but must clearly state the minimum sales volumes, such that if the operational levels fall over time, then the working group should be told that the product / service will be stopped.

- 1.2 It is expected that detailed performance analyses will need to be produced each month and reported into the working group to record product / service sales such that the sports park management / working group can monitor sales volumes and discontinue any failing product / service.

2 Objectives

- 2.1 To receive and act upon feedback from Sport Park users for provided sports park services, namely the Sports Bar usage / food and drink provision

Kings Hill Parish Council

- 2.2 To react to feedback and to improve / extend the service provision to users of the sports park, such that they enjoy its use, continue to patronise and promote it, primarily, of course, for the benefit Kings Hill residents and their guests (visiting teams)
- 2.3 To evaluate new services or food / drink provisions within clearly defined, sensible commercial parameters.

3. Membership

- 3.1. The Working Group shall consist of up to **THREE** Councillors appointed by Full Council, The Sports Park Manager, the Catering Manager, **THREE** nominated representatives of the primary hirer and representatives of other hirers of the Sports Park that wish to contribute.
- 3.2. The Chairman and Vice-Chairman of KHPC will be ex-officio members unless they are Working Group members.

4. Meetings

- 4.1. The Working Group will arrange meetings monthly.
- 4.2. Working Group meetings are informal and therefore there is no requirement to display the agenda publicly.
- 4.3. The meetings shall not be open to the public and minutes shall not be shared outside of the working group (save to elected members and officers of Kings Hill Parish Council) due to the commercially sensitive nature of discussions.
- 4.4. The meetings will be held virtually due to Covid 19.

5. Voting

- 5.1. All decisions of the Working Group shall be determined by majority vote for recommendation to the Amenities Committee.

6. Rights and Powers

- 6.1. The Sports Park Working Group will have no rights and powers.

7. Responsibilities

- 7.1. To provide regular updates to Amenities Committee in report form with copies of the minutes included.

8. Rules and regulations

- 8.1. The Councillor's Code of Conduct will apply to all Members of the Working Group.

9. Delegation to the Proper Officer

9.1. None

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