7th August 2015

**TERMS OF REFERENCE**

**VILLAGE DAY 2016 WORKING GROUP**

Reference:

A. Record of Decisions of informal meeting of NLPC Councillors held on 29 Jun 15 dated 6 Jul 15.

**1. BACKGROUND**

1.1. At a meeting of Parish Councillors held on 29th Jun, following the PC elections, it was agreed that time should be spent on helping bring the village together, which is an important part of the PC’s role. It was considered that one way of achieving this was to hold a enjoyable, social and fun event, possibly annually, for all the villagers and their families and friends.  Every Group/Club active in the village would be invited to participate. At the PC meeting held on 20th Jul 15 this initiative was endorsed and those present agreed that the full Parish Council should be involved in developing the initiative and agreed to form a Working Group to develop ideas for consideration by the PC. Every Group/Club active in the village or impacting upon village life would be invited to participate. This would help to foster village spirit; a sense of ‘belonging’ and an increased awareness of what the village offered. At the PC meeting held on 20th Jul 15 this initiative was endorsed and those present agreed that the full Parish Council should be involved in developing the initiative and agreed to form a Working Group to develop ideas for consideration by the PC.

**2. PURPOSE / ROLE**

2.1. The purpose of the Working Group is to consider how best to develop proposals for a ‘Village Day’ to be held in 2016 and to identify those organisations that may wish/be able to participate; to develop a costed budget and to identify how the project will be managed.

2.2. The Working Group was established by NLPC and its membership was endorsed at the PC Meeting held on Mon 20th Jul 15.

**3. PROJECT OBJECTIVES**

3.1. The Working Group will:

* Identify Groups/Clubs active in the village (**ANNEX A** Refers)
* Promote the idea of such an event.
* Ascertain the level of interest for such an initiative.
* Establish a suitable date for the event.
* Develop ideas for appropriate activities.
* Identify the format of such an event.
* Identify the cost implications of a Village Day and whether it is PC or Trust cost.
* Develop a communication plan to ensure that the village is fully involved in the development of the initiative.
* Consider to what extent the Village Day should be aimed internally within the village or externally to attract visitors to the village.

**4. MEMBERSHIP**

4.1. Membership of the Working Group will be:

* Cllr Mike Barnes (Chairman)
* Cllr Paul Cummings (Secretary)
* Cllr Pete Burrows
* Cllr Tim Smith

The Working Group may wish to co-opt other members, including non-council members as the initiative develops.

**5. REPORTING REQUIREMENTS AND SHARING OF INFORMATION**

5.1. The PC have indicated that all members would wish to be involved in the initiative. All papers related to the initiative will be shared with the PC and the PC will be updated regularly. The Working Group should be prepared to put forward initial proposal to the PC on 19 Oct 15.

**6. WORK PLAN**

|  |  |  |
| --- | --- | --- |
| **Start Date** | **Finish Date** | **Activity** |
| Aug 15 |  | Initial Working Group meeting to review ToR, consider the scope of Village Day 16 and develop ideas to take the initiative forward. |
| 7 Sep 15 |  | Progress Report to PC |
| 7 Sep 15 | 10 Oct 15 | * Identify organisations willing to participate.
* Consolidate ideas into an outline proposal
* Prepare a draft financial report
 |
| 19 Oct 15 |  | PC review proposal and endorse the initiative including a timetable for future work |

ANNEX A TO

ToR VILLAGE PLAN WORKING GROUP

DATED AUG 15

**VILLAGE DAY 2016**

**POTENTIAL PARTICIPANTS – INITIAL LIST**

|  |  |
| --- | --- |
| **Organisation** | **Activity** |
| Cubs/ Scouts / Brownies | Youth Group |
| Army Cadet Force – St George’s Barracks | Youth Group |
|  |  |
| Indoor Bowls | Sports Club |
| Outdoor Bowls | Sports Club |
| Cricket Club | Sports Club |
|  |  |
| Allotments Society | Activity |
| Camera Club | Activity |
| Art Group | Activity |
| Chater Choir | Activity |
| Good Companions | Club |
| Garden Club | Club |
| Wakerley and Barrowden WI | Club |
|  |  |
| Pre School Group | Education |
| Village School | Education |
| Village History Display |  |
| Village Trust | Financial Support |
| Parish Council | Statutory Body |
| Village Website | Communication |
| Defibrallator | Emergency Help |
| Good Neighbours Scheme | Support Group |
| Community Police Officer | Practical Support |
| Community Fire Service Officer  | Practical Support |
| Community Agents Rutland | Support Group |
| British Red Cross – First Call Rutland | Support Group |
| Village Church / PCC | Church |
| Bell Ringers |  |
| Church Flower Arranging |  |
|  |  |
| 1 MWD Regt | St George’s Barracks |
| 2 Medical Regt | St George’s Barracks |
|  |  |
| Dog Show |  |
| Stalls | Village Groups to run |
| Beer Festival | The Fox |
| Live Music | The Fox |