

# **Friends of the Porter Valley Sub Committee Policy & Terms of Reference**

## **Name of Sub Committee**

### ***Bingham Park Community Group***

In 2020 an informal small pressure group was established to refurbish derelict tennis courts for Family Activities in an area of the Porter Valley. It has developed a formal structure over time and Subcommittee terms have been drafted in 2023.

## **Relationship to Friends of the Porter Valley.**

FoPV supported the object of engaging with the local area and transforming an existing unused and vandalised structure into facilities for young families, but lacked the money, Trustee time, local knowledge and volunteer time to take this on directly. FoPV released £500 initial support money, encouraged and advised the emerging group leaders and provided banking administration. With this support the BPCG was able to engage with residents, grow active membership, create a Facebook, and start negotiations with the Sheffield Council Parks and Communities Department. FoPV were then able to provide a Trustee to oversee progress, advise, liaise with the FoPV Trust Board and FoPV administration of banking and Gift Aid

## **Membership**

Any residents and park users who volunteered to join in the planning, organise community fundraising events and lobby the Council are counted as members. The membership is informal and not recorded; there are no fees. There is no policy on tenure.

## **Committee**

Over 4 years the formalities of a committee have been established. There is a Chair, half a dozen active members plus the assigned FoPV Trustee. Quorum and constitution not specified. Minutes written and held by Chairman.

## **Frequency of Meetings**

As required. AGM annually started 2023

## **Reporting to FoPV Trust Board**

Responsible Trustee reports in writing and through presence at each monthly FoPV Trust committee meeting. Decisions are taken only with the approval of the responsible Trustee.

## **Finance Policy**

This follows the FoPV finance policy.

*Approved by the FoPV Trustees August 2024. Next review July 2025*