

The Friends of Parks Roundtable Meeting Terms of Reference



1. Friends of Parks Roundtable Meeting - Terms of Reference

The Friends of Parks Roundtable Meetings will provide the mechanism for strategic consultation and partnership working between the London Borough of Enfield (LBE) and the Friends of Parks groups within Enfield.

1.1 Purpose / role of the group

- To bring together Friends of Parks groups within Enfield
- To hold quarterly meetings
- To help facilitate the achievement of the council's stated public policy objectives of improving physical and mental health, enhanced biodiversity, civic renewal and strengthening community life.
- To campaign to protect and enhance all public green space in Enfield
- To influence decision making, including resources allocation, on a local level, affecting parks and green spaces in Enfield.
- To act as a key consultation body on parks and green spaces in Enfield.
- To offer an opportunity to share information, ideas and experience.

1.2 Representation and Membership

The Friends of Parks Roundtable Meeting to comprise Cabinet Member for Public Spaces, Culture and Local Economy LBE, officers of Enfield Council including the Director of Leisure, Parks and Culture, the Head of Parks and Open Spaces, with representatives of all the Friends of Parks groups.

Other officers as well as community groups, statutory and commercial providers will be asked to attend as and when appropriate.

1.3 Decision Making and Accountability

Each Friends of Parks group is responsible for reporting back on activities of the group to the meeting. Decisions will be made by consensus, but the responsibility would ultimately rest with the Chair, ensuring that all strategic and financial decisions are made by those accountable for them.

1.4 Chair and Vice-Chair

The meetings shall be chaired by the Cabinet Member for Public Spaces, Culture and Local Economy LBE, and if present, will preside at every meeting. In the absence of the Chair, the Director of Leisure, Parks and Culture LBE, if present, will preside. In the absence of both the Chair and the Director of Leisure, Parks and Culture LBE, another member present will preside at the meeting. The person presiding at the meeting shall decide all matters of order, competence, relevancy and interpretation of the rules of procedure. Their decision, in this respect, shall be final.

1.5 Meetings

The Friends of Parks Roundtable will meet quarterly, and a schedule of meetings will be set and announced with notice.

Meetings are currently held online until decision is made to meet face-to-face at a suitable location at the LBE Civic Centre.

Meetings will be held on weekday evenings.

Agenda to include a combination of Council updates and items proposed in advance by the Friends groups, to share good practice, including items for Any Other Business, at least seven days prior to the meetings.

Agenda to be circulated at least seven days prior to each meeting date.

1.6 Order of Business

The Order of Business at the meeting shall be as follows:

1. Welcome and Apologies.
2. Minutes of the previous meeting and matters arising.
3. Items of business as set out in the Agenda.

1.7 Minutes of Meetings

Minutes of meetings shall be drawn up by a nominated LBE Officer (minute-taker) and circulated to all members. The Minutes shall be submitted for approval before circulating.

1.8 Attendance

Members are expected to attend all meetings or to send apologies to the minute-taker at least one working day prior to each meeting. Members may send a suitable deputy if they are unable to attend a meeting.

1.9 Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by members. They should be reviewed annually.

2.0 Other sub-meetings

The Head of Parks and Open Spaces LBE will be offering a surgery inviting Friends of Parks groups to discuss any park specific operational issues in a dedicated time. Each Friends of Parks group will be offered a 20mins slot between 1pm to 5pm monthly (this may be subject to change). These slots are to be booked in advance.

This will allow the Friends of Parks Roundtable meetings to focus on strategic issues that affect generally all members.

2.1 Sharing of information and resources (including confidential materials)

All members can share information and resources including web link, flyers and leaflets by sending these for electronic circulation to the minute-taker.