

**NEWCASTLE
UNDER-LYME**

SPORTS COUNCIL



Civic Offices, Merrial Street
Newcastle-under-Lyme
Staffordshire
ST5 2AG
Telephone 01782 742222

M.BAILEY
HONORARY SECRETARY

D.ROBERTS
HONORARY TREASURER

To: The Chairman and Members
of the
Sports Council Review Working Group

When telephoning please ask for :

Geoff Durham

My Ref:

GD/S.60

Dear Sir/Madam

A meeting of the Working Group will be held in **Committee Room 1, Civic Offices, Merrial Street, Newcastle-under-Lyme, Staffordshire, ST5 2AG**, on **Wednesday, 6th August, 2014 at 7.00 pm**

AGENDA

- 1 Apologies**
- 2 DECLARATIONS OF INTEREST**
To receive declarations of interest on items included on the agenda
- 3 MINUTES OF PREVIOUS MEETING (Pages 3 - 6)**
To consider the minutes of the meeting of this Working Group held on 2 July, 2014
- 4 MINUTES , 23/07/2014 CABINET (Pages 7 - 8)**
To consider the minutes of the Cabinet held on 23 July, 2014
- 5 AMENDED CONSTITUTION (Pages 9 - 14)**
To agree the changes made to the Constitution and to consider any further alterations
- 6 Date of next meeting**
- 7 Urgent Business**

Yours faithfully

M.BAILEY

Honorary Secretary

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SPORTS COUNCIL REVIEW WORKING GROUP

Present:- Mr M Thornewill. Partnership Director – in the Chair

Councillors Duncan, Skelding and Miss Walklate
Messrs Duncan and Skelding

1. **APOLOGIES**

Apologies were received from Councillor Mrs Shenton.

2. **TERMS OF REFERENCE FOR THE WORKING GROUP**

The following Terms of Reference were agreed:

- a. To identify and implement alternative Governance Arrangements for the Sport Council.
- b. To identify any amendments required to the Constitution.
- c. To identify from where the Committee Members would be drawn.
- d. To consider Affiliation fees.
- e. To identify venues for future meetings.
- f. To identify methods of administering and monitoring the business of the Sports Council.
- g. To identify the future financial management of the Sports Council and the possibility of extra sponsorship.
- h. To identify those eligible for grant funding.
- i. To identify the structure of the Sports Persons Evening.

Resolved:- That the Terms of Reference be agreed.

3. **EXAMPLES OF SPORTS COUNCILS**

Members considered examples of other Sports Councils:- Sefton, Torbay, Sport Stafford and Staffordshire Moorlands to draw upon ideas for the future role of the Newcastle-under-Lyme Sports Council.

Resolved:- That the information be received.

4. **TO CONSIDER THE FUTURE STRUCTURE AND OPERATION OF THE NEWCASTLE-UNDER-LYME SPORTS COUNCIL**

Function:

Members discussed the aims of the organisation and recommended that the following changes be made to the Constitution:

Objectives:

1. To encourage participation in sport from all sections of the community.

2. To work in partnership with the Borough Council in assessing the sporting needs of the district of Newcastle-under-Lyme and to advise and help with catering for those needs.
3. To help the local authority, as a consultee, by advising generally on the collective opinion of local sports interests for the future planning of sports facilities.
4. To encourage the development of sporting excellence.
5. To administer grants towards expenses incurred in the participation of sporting activities. (expenses can include equipment, travel, training fees. Grants will not be paid for running costs).
6. To recognise sporting achievements of local individuals/clubs at an annual awards ceremony.

Eligibility:

Individuals

Their main residence must be in the Borough of Newcastle-under-Lyme.

After School Clubs

Must have a properly constituted committee of management and be based within the Borough of Newcastle under Lyme.

Clubs/Organisations

Must be affiliated to the Sports Council.

Must have a properly constituted committee of management and be based within the Borough of Newcastle under Lyme.

Must be 'not for profit organisations'.

Applications must be for individuals/coaches who have been nominated for a grant by the club/organisation.

Resolved:- That the revisions be recommended for inclusion in the final constitution.

Form:

The Sports Council would require confirmation that the grant would be available for the next five years.

It was agreed that the Sports Council should become a Limited Liability Company. The Constitution would need to reflect this. The Council's Legal Section would be asked for support on this.

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The membership should comprise of three Borough Councillors and nine other Members elected at the Annual General Meeting. From these, a Chair, Vice-Chair, Secretary and Treasurer would be elected to serve. The Sports Council would request permission to use a percentage of the grant (up to approximately £1000) to cover administrative costs.

Affiliation fees would remain at £10 for clubs and individuals would also be able to affiliate for £5 per year.

A bank account would need to be set up with signatories etc.

Meeting venues would have to be agreed. If they were to continue at the Civic Offices, there would be a nominal charge. Therefore, meetings could possibly be held at Sports Clubs around the Borough.

Statutory accounts and details of grants awarded would be presented to the first Full Council meeting following the Sports Council's AGM.

Resolved:-

- (i) That the comments be noted.
- (ii) That assurance be gained from the Borough Council that the grant will be available for the next five years.
- (iii) That the Borough Council's Legal team be asked for assistance in creating a Limited Liability company.

5. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 6 August, 2014 at 7pm in Committee Room 1.

MR M THORNEWILL. PARTNERSHIP DIRECTOR
Chair

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A report was submitted setting out proposals to change the governance arrangements for the Newcastle under Lyme Sports Council, and to seek Cabinet's approval for these changes. The Cabinet first identified the need to review the governance arrangements of the Sports Council at its meeting in 22 May 2013. At its meeting on 2 April 2014, it affirmed this position and made specific recommendations as follows:

- The Cabinet requests that the Sports Council undertake a review of its governance arrangements and makes recommendations on alternative approaches which could reduce the cost of administering the allocation of grants.
- The Cabinet requests that this review also considers the mechanism by which those elected Members nominated to serve on the Sports Council provide stewardship of monies allocated by the Borough Council in accordance with the Council's Constitutional provisions.
- The Cabinet requests that the Sports Council come forward with proposals within the next three months.

Although it is understood that the Sports Council has started work to consider these matters it is noted that the timescale set by Cabinet has not been achieved. To this end and to expedite this review, officers of the Council have considered the matter and developed some options which the Cabinet is asked to consider.

Resolved:

- a) That the Cabinet endorse the preferred option set out in the report to request the Council's Grant Assessment Panel to be responsible for disbursing the Council's sports grants
- b) That the Cabinet requests the Constitutional Review Group to consider the proposal to add co-opted non-voting members drawn from community representatives who have an expertise in matters of sport and sport development to the Grants Assessment Panel for the purpose of considering sports grants (Option D).
- c) That the existing support arrangements for the Sports Council – including provision of a honorary secretary and treasurer; administrative/democratic support and the provision of advice by Borough Council officers is discontinued. Cabinet is asked to note, however, the work currently being undertaken by the Sports Council itself in reviewing its work and governance (as outlined in this report).
- d) That the Cabinet approves these recommendations with a view to implementing the new arrangements from 1 November 2014 onwards.
- e) That the above recommendations be subject to agreement from the Portfolio Holder for Leisure and Culture and Localism following consideration of the recommendations from the on-going review currently being undertaken by the Sports Council.

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NEWCASTLE UNDER-LYME

SPORTS COUNCIL



CONSTITUTION

1. Title

The Council shall be called Newcastle-under-Lyme Sports Council Ltd.

2. Aims and Objectives

The objectives of the Sports Council shall be: -

- (i) To encourage participation in sport from all sections of the community.
- (ii) To work in partnership with the Borough Council in assessing the sporting needs of the district of Newcastle-under-Lyme and to advise and help with catering for those needs.
- (ii) To help the Local Authority, as a consultee, by advising generally on the collective opinion of local sports interests for future planning of sports facilities.
- (iii) To encourage the development of sporting excellence.
- (iii) To administer grants towards expenses incurred in the participation of sporting activities. (Expenses can include equipment, travel, training fees, maintenance of premises etc but grants will not be given for an organisation's running costs.)
- (iv) To recognise the sporting achievements of local individuals/clubs at an annual awards ceremony.

Eligibility:

Individuals

- An individuals main residence must be in the Borough of Newcastle-under-Lyme.

After School Clubs

- must have a properly constituted committee of management based within

the Borough of Newcastle under Lyme.

Clubs / Organisations

- must be affiliated to the Sports Council
 - must have a properly constituted committee of management based within the Borough of Newcastle under Lyme.
 - Applications must be for individuals/coaches who have been nominated for a grant by the club/organisation must be “not for profit” organisations
- (v) To advise upon and help with the organisation of personal needs in sport with: -
- (a) Beginners (introductory courses)
 - (b) Personal performances (coaching centres)
 - (c) Training of coaches
- (vi) To receive and consider reports and recommendations from any organisations on matters concerning sport and to take such action as the Sports Council might deem necessary.
- (vii) To secure mutual help and attempt to avoid overlapping and waste of effort in planning for the further development of sport.

3. Affiliation of Sports Council

Any sporting Club, School or Organisation actively operating to cater for the sporting needs of the district may apply for affiliation to the Sports Council, subject to that Organisation agreeing to abide by any regulations which may be made by the Sports Council as to membership and subject also to the Sports Council retaining the right to reject any application for affiliation if in the opinion of the Sports Council there are reasonable grounds for so doing.

4. Membership of the Sports Council

Membership of the Sports Council shall be as follows: -

- (i) Not more than one voting representative of each Club or Organisation affiliated to the Sports Council may attend.
- (ii) The Sports Council shall also meet three times a year to discuss topics of general interest, determined by the Executive Committee. Affiliated Organisations may submit items for discussions at these meetings subject to the 21 days rule.

- (iii) 12 members of the Local Authority, 2 representatives of the Staffordshire County Council, 2 representatives from the parishes of the Borough of Newcastle-under-Lyme and one representative of the Kidsgrove Town Council.
- (iv) All persons holding office under the Sports Council.

The Sports Council has the power to co-opt to the Council any persons, who in the opinion of the Sports Council have contribution to make.

5. Meetings of the Sports Council

- (i) The Annual General Meeting of the Newcastle-under-Lyme Sports Council shall be held in October in each year, and the business to be transacted shall include: -
 - (a) The appointment of officers of the Sports Council
 - (b) The election of the Executive Committee
 - (c) The review of the list of affiliations followed by such alterations thereto as may be deemed necessary;

together with such other business as may properly be brought before the meeting.

- (v) The Sports council shall meet at such other times as the Chairman may consider necessary, giving twenty-one days' notice in writing to the Honorary Secretary requesting for a meeting of the Sports Council to be convened for the purpose of discussing the matter or matters referred to in that notice and the Honorary Secretary shall forthwith call such a meeting of Sports Council.
- (iii) The Honorary Secretary shall arrange to give at least 14 clear days' notice in writing of meetings of the Sports Council.
- (iv) One-quarter of the members of the Sports Council shall constitute a quorum.

6. Officers

- (i) The Sports Council shall appoint the following as honorary officers, viz. Chairman, Vice-Chairman, Secretary, Treasurer and Examiner, together with such other officers as the Sports Council may from time to time decide.

- (ii) An officer who represents any sporting organisation shall, on being elected, cease to represent that organisation and the organisation shall be entitled to nominate another representative to take his / hers place.
- (iii) Nominations for the appointment of officers shall be made in writing to the Honorary Secretary 21 clear days before the Annual General Meeting together with that person's acceptance of the nomination.

7. Executive Committee

At their Annual General Meeting each year the Sports Council shall elect an Executive Committee for the year then ensuing. The Executive Committee shall have power to act on behalf of the Sports Council subject to such restrictions as the Sports Council may from time to time impose.

8. Membership of the Executive Committee

The Executive Committee shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer and not more than sixteen other members of the Sports Council, four of these twenty members shall be representatives of the Local Authority, one of the members shall be a representative of the Staffordshire County Council. The Local Authorities shall also be invited to appoint one of their physical education advisers, three officials of the Community Services Department, Sport England (West Midlands) and the County Playfield Association to appoint a representative to attend meetings of the Executive Committee with the power to discuss only.

- (i) Persons wishing to participate on the Sports Council Executive Committee should be nominated by their Club or Organisation in writing fourteen days before the meeting and a list of these people should be made available at the meeting along with details of the Organisation, including those for re-election.
- (ii) Only one vote per Club should be allowed.
- (iii) The Chairman should make details of voting procedure for the election of the Executive Committee clear at the start of the meeting.
- (iv) Persons seeking re-election should have their attendance figures for the year made available at the Annual General Meeting.

9. Meeting of Executive Committee

At least fourteen clear days' notice in writing of a meeting of the Executive Committee shall be given by the Honorary Secretary of the Sports Council. Five members shall constitute a quorum of the Executive Committee.

10. Sub-Committee

Both the Sports Council and the Executive Committee shall have the power to appoint sub-committees as required from time to time.

11. Appeal Procedure

Applicants have the right to appeal against a decision made by the Executive Committee. A letter giving their reasons for appeal should be sent to the Clerk and a meeting shall be arranged.

The Appeals Panel shall consist of 8 Members. This shall be made up of 4 Borough Council Members not elected to serve on the Executive Committee and 4 of the Outside Representatives serving on the Executive Committee.

12. Finance

- (i) The financial year of the Sports Council shall run from the 1st April to the 31st March.
- (ii) All affiliated Organisations shall be required to pay such membership fees as decided by the Sports Council on the recommendation of the Executive Committee, such fees to be due and payable before 31st May in the relevant financial year.
- (iii) For the furtherance of the objectives of the Sports Council the Executive Committee may authorise expenditure out of the funds of the Sports Council.
- (iv) The Treasurer shall keep proper books of account and shall advise the report to the Sports Council on all financial matters and shall present to the Annual General Meeting of affiliated Organisations, an audited statement of accounts.

13. Special Powers

The Executive Committee shall be empowered to take such action as may be considered desirable in any circumstances not covered by this constitution. Such action to be reported to the next meeting of the Sports Council for ratification, or if

the Chairman of the Sports Council considers it necessary to do so, to a special convened meeting of the Sports Council.

14. Amendments to the Constitution

At least 21 clear days' notice in writing must be given to the Honorary Secretary by any member wishing to propose an amendment to the constitution. A majority of at least two-thirds of the members voting will be required to approve such amendment.

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