**3G Pitch Steering Group -Terms of Reference**

**Parent Committee: Leisure Services Committee**

**Overall Purpose**

The steering groups role is to monitor and review delivery of the financial, usage and football development performance of the 3G AGP at Woodford Park Leisure Centre and to provide this information to the Football Foundation.

**Membership of the steering group**

There shall be at least 3 Councillors from Woodley Town Council appointed to the steering group. It is also a requirement of the Football Foundation that the membership include one representative of the Berks and Bucks FA, one representative from the Reading Community Trust and one representative from each of the partner clubs.

Members from the partner clubs may send a representative if they are unable to attend a meeting.

Officers will be in attendance at all meetings.

The Leisure Services Committee may co-opt additional members from specialist areas as deemed necessary.

**Meetings**

The steering group shall meet three times each year – around the beginning, middle and end of the football season.

Meetings of the group shall be chaired by one of the Elected Members from Woodley Town Council as the grant holding organisation.

**Terms of Operation**

To monitor and report on the financial performance of the 3G pitch in line with the business plan, usage plan, football development plan and partner clubs service level agreement.

To monitor and report on the football development in relation to the 3G pitch, in line with the business plan, usage plan, football development plan and partner clubs service level agreement.

To report the minutes of each meeting to the Leisure Services Committee and the Football Foundation.

To ensure that the 3G AGP remains on the FA register and is maintained in accordance with the Football Foundation Guidelines.

To ensure that the required annual monitoring and evaluation questionnaires are completed and returned to the Football Foundation.