

Cyngor Dinas Llanellwy St Asaph City Council

Mill Race Meadow Working Group : Terms of Reference 2026-2027

Composition: Four Elected Members as appointed by Council. There will be no ex-officio members.

Meetings: Called as and when required for management of this process

Chairman: To be elected by the Working Group

Quorum: 3 (or one third of total membership)

Governance: The standing orders and Code of Conduct shall apply to meeting procedures and all Working Group Members.

Purpose

St Asaph City Council has resolved in principle to enter into negotiations with St Asaph Football Club for a lease over approximately two acres of land at Mill Race Meadow in order to lay out a football pitch for junior players.

The Council must weigh up legal, statutory and financial considerations before making a final decision regarding a potential lease to the Football Club.

The Working Group has full delegated authority to consider the information required in order to assess and manage this process. It will make recommendations to Council to request further information as and when required.

The Council's aims have been determined as:

- a) To ensure that the Council's decision is lawful.
- b) To ensure that the Council's decision is financially prudent.
- c) To ensure that all legal obligations are complied with including health & safety and environmental considerations.
- d) To ensure that the Council's decision is informed and sound.
- e) To ensure that the Council's decision is fair.
- f) To ensure that the Council keeps the community informed to endeavour to obtain community support for its decision.
- g) To ensure that the Council's decision will comply with all its governance and financial regulations, thus ensuring robust risk management and protection of its reputation.

Delegations are to:

1. Determine the scope and objectives of the process.
2. Manage the process of assessing the information required and reporting to the Full Council to ensure effective progress.
3. To adapt and be flexible to meet the aims of the project assessment.
4. Keep under review the legislative requirements . which may be relevant to the assessment of the proposal.
5. Make recommendations to Full Council on requesting further information and the merits of any information received by the parties.
6. Make recommendations to Council as to how to keep the residents informed of this process.
7. Include as many views as possible to ensure that the process is as inclusive as possible.
8. Manage the gathering of evidence necessary to inform each of the issues within the scope of the process.
9. Identify and assess options available in respect of each issue and prepare recommendations for consideration by Council
10. Produce minutes, reports and documents relating to the process.

Meetings

Meetings will not normally be open to the public, but individuals/stakeholders may be specifically invited by the Working Group to answer questions or provide explanations required by the Group.