



The Board's Terms of Reference

"To improve sport and leisure facilities within Hatfield and to increase the number of opportunities available to Hatfield residents to be involved in sport and leisure"

The Hatfield Community Sport Fund Board is made up of several different partners all who have a vested interest in the engagement, development and progression of sport, physical activity and leisure within Hatfield.

The board is set up to independently and without bias assess each individual application on its merits. Applications will not be judged against each other and will only be judged if they meet the essential criteria.

The Board will be providing funding to assist in the delivery and the development of accessible, affordable and quality sport and leisure provision in Hatfield. The Fund is there to help local organisations inspire residents, improve aspirations, support physical educational and personal development to create a more active and healthier Hatfield population.

The board will be reviewing applications based on the following:

1. What the project aims to deliver
2. What the project hopes to achieve
3. Who the project is aimed at helping
4. What evidence is there for the project
5. How sustainable the project is
6. How the project will be managed

The board will be looking for applications that have taken into account the Fund's strategic goals.

Board Meetings

The board shall consist of 5 voting members and the meeting shall be quorum at 4 voting members. The Chairman will be appointed by the Welwyn Hatfield Alliance Board on an annual basis. There is no casting vote on applications, in order for an application to be approved it must have a majority of the Board.

All board meetings will take place at Welwyn Hatfield Borough Council Offices, Campus East, Welwyn Garden City, AL8 6AE.

There will be 4 meetings per year to discuss any grant requests that have been submitted. These meetings will take place in March, June, September, December.

Papers for the board meeting will be circulated 2 weeks prior to the meeting. Papers will not be made available to the public however minutes from the meetings will be.

Any board member will have to declare an interest which will be formally minutes prior to discussion about a specific applications. If a member declares an interest in a specific application it is the discretion of the chair to whether or not that individual is permitted to vote on that application.

With regards to the Major Project Fund applications that are ring fenced specifically for rugby and football, the Hertfordshire FA and Hertfordshire RFU may (upon request by the chair) be invited to the board meeting where these applications are reviewed.

Current Board Members

John O'Callaghan (Elected Chair)
Director of Herts Sports Partnerships

Sean Scully (Elected Vice Chair) *Elected member from the Welwyn Hatfield Alliance Board*
Director of Student Experience, Oaklands College

Cllr Lenny Brandon
Leader of the Hatfield Town Council

Cllr Richard Roberts
Cabinet Member for Herts County Council

Cllr Tony Kingsbury
Executive Member for Policy & Culture, Welwyn Hatfield Board Council

Rhian Hollyer
Chair of Welwyn Hatfield Sport & Physical Activity Alliance

Also invited to meetings but cannot vote on any applications:-

David Connell (Director of Sport, University of Hertfordshire)

Sport England and relevant National Governing Bodies of Sport as appropriate

Matt Rayner (Community Partnership Manager, Welwyn Hatfield Borough Council)
Hatfield Community Sport Fund lead

Lester Vaughan (Partnership Officer, Welwyn Hatfield Borough Council)
Hatfield Community Sport Fund & WHSPAA support officer