

# **WEST HADDON PARISH COUNCIL**

## **PLAYING FIELD COMMITTEE**

### **TERMS OF REFERENCE**

**The Playing Field Committee is a committee of West Haddon Parish Council. The Committee will deal with all matters associated with the Playing Fields, Skate Park, Play Area and the Pavilion and will make recommendations to the Parish Council where necessary.**

#### **1. Membership.**

- 1.1 Membership of the group will consist of no less than 4 members of the Parish Council with a quorum of 3 Parish Council Members required.
- 1.2 Members of the public may attend the Committee and the Chair of the Committee may invite them to address the Committee (as per Standing Orders approved by the council)
- 1.3 A quorum is not dependant on public representation.
- 1.4 The Clerk of the Council will attend to support and administer the committee.
- 1.5 The Chair & Vice Chairman of the Committee will be members of the Parish Council and will be elected at the first meeting of the committee after the Annual Parish Council meeting each year.
- 1.6 The Committee may appoint representatives to liaise with any organisation that may assist the Committee & its purpose.
- 1.7 Only members of the Parish Council have voting rights.
- 1.8 The Committee will abide by the policies and procedures adopted by West Haddon Parish Council, including Standing Orders and the Code of Conduct, at all times.

#### **2. Purpose / Scope.**

- 2.1 The Committee will identify and make recommendations for the improvement of the village playing fields / play areas and skate park where those recommendations will exceed expenditure over £500 or not within budget.
- 2.2 The Committee will endeavour to secure funding, wherever possible, to address any identified improvements.
- 2.3 The Committee will work with the relevant groups to integrate the views of interested parties, into the development of the playing field areas.

2.4 To monitor the playing field, play area, pavilion, skate park and its environs, and ensure that any necessary work is clearly identified, scoped and costed before consideration for approval.

2.5 To consider the provision of facilities for people of all ages.

### **3. Meetings.**

The Committee will meet as and when required commensurate with the volume of business.

### **4. Health & Safety.**

4.1 To monitor all aspects of safety within the identified areas under the Committees auspices and agree action immediately.

4.2 Under Financial Regulations, the Clerk can approve urgent works if deemed necessary for Health & Safety reasons but will advise Committee / council of any actions taken and the costs involved at the earliest convenience.

4.3 The council will appoint a Play Park and Playing Field Inspector annually, from the Parish Council, to monitor the equipment and area and feedback any issues to the Clerk / Committee / Council.

4.4 A RoSPA inspection of the play equipment and skateboard park will be carried out annually and actions arising within reports will be considered by the committee and action instructed accordingly.

### **5. Expenditure.**

5.1 The committee will review all expenditure on the playing field, pavilion and play area to ensure effective and efficient use of resources.

5.2 The committee will recommend any amendments to services and use of resources to council to ensure the facilities are up to standard and deliver a high standard for the users of the facilities.

5.3 The committee can approve expenditure up to a maximum of £500 for repairs, cleaning and improvements to facilities as long as the RFO identifies that there are sufficient funds remaining within the relevant budget headings.

5.4 The Committee will review, annually, all rents paid by the Sports Clubs who use the field and make recommendations to the Parish Council and how users are charged.

### **6. The Pavilion.**

6.1 The Committee will consider the use of The Pavilion and permission of the Council will be sought for all bookings, sports related or not.

6.2 The Committee will consider a hiring agreement and hiring charges and make recommendations to the Council.

- 6.3 The Committee will consider the licensing regulations of the Pavilion and ensure that all criteria is met by users of the facility.
- 6.4 The Committee will consider any disciplinary action required by users of the facilities who breach the licensing hours / cause damage to the property / do not abide by the instructions or terms and conditions set by the Parish Council.
- 6.5 The Committee will consider all complaints received and take necessary action to placate / resolve the situation. The decision of the committee will be final.
- 6.6 The Committee will refer any matters it considered serious enough to Full Council for resolution, whose decision will be final.