

HEATH & REACH PARISH COUNCIL



TERMS OF REFERENCE FOR THE SPORTS & RECREATION COMMITTEE

DELEGATION FROM THE COUNCIL

These Terms of Reference were agreed by the Parish Council at its meeting on 2nd June 2014

A. MEMBERSHIP

1. This Committee shall consist of 4 Councillors who shall be elected and may be re-elected, each year at the Annual Meeting of the Parish Council. The Clerk is an officer of the Committee.
2. A quorum of half the membership (two councillors) is required for meetings to take place.

B. PROCEDURES

1. The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders when adopted.
2. At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall elect a Chairman and a Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
3. The Committee will submit its minutes of meetings for ratification to the next meeting of the Parish Council.
4. The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting in the late autumn/early winter annually.
5. The Clerk to the Council shall provide administrative support for the Committee.

C. FREQUENCY OF MEETINGS

1. The Committee shall meet on a quarterly basis and when necessary. The Clerk and /or Chair is to be responsible for calling a Sports & Recreation Committee meeting.

D. COMMITTEE FUNCTIONS

The Committee is empowered to manage and maintain the sports & recreation areas on behalf of the Parish Council

The Committee will put forward proposals for improvements and development and any other capital expenditure for the agreement of the Parish Councils when requesting funding for the following financial year.

If additional or alternative capital expenditure is deemed necessary or desirable this should be referred back to the Parish Councils for their approval.

Proposals for a significant change to a recreational area must have the approval of the Parish Councils in the case of Bryants Lane Ground and Thrift Road Recreation Ground.

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Proposals put to the landowner/lessee that will affect any recreational area should be referred to the Parish Council for an opinion. As the body charged with having an overview of the recreational facilities in the Parish the Committee should be able to give a broader perspective on the proposal. Carry out regular reviews of routine expenditure in the day to day running of the sports & recreation facilities.

The Sports & Recreation Committee should regularly produce outline future plans for the short, medium and long term so that all Parish Councillors are aware of the overall direction proposed. These plans to be amended as necessary.

The Committee may appoint non – parish council members to join a working party or provide advice to the Committee but they may not have a vote on any motions.

Instruct the Clerk to prepare tender documents for sports & recreation maintenance every three years to ensure the Parish Council are adhering to 'Best Value'

To engage the community and publicise the sports & recreation facilities / events within the village via the Community Website and Community Newsletter.

To work with local sporting organisations to ascertain the demand for sports facilities within the village.

To optimise usage of the sports facilities within the village to generate income to help maintain and improve the existing facilities.

To review income /expenditure relating to sports & recreation and produce a report for the Finance Committee and Parish Council.

E. DELEGATED POWERS

1. The Committee can set the pitch / court and building hire fees of Bryant's Lane and Thrift Road facilities.
2. The Committee can authorise the Clerk to carry out essential repairs and any unforeseen events which require immediate action to the sports & recreation facilities.

These Terms of Reference are to be reviewed on an annual basis. The next review of these Terms of Reference will be reviewed in May 2015

Signed: Chairman of Sports and Recreation Committee