

Creech St Michael Parish Council

A Parish to be *Proud of*

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Policy Title	Recreation Park Committee Terms of Reference
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Recreation Park Committee Terms of Reference

This document should be read in conjunction with the Parish Council Standing orders and Parish Council financial regulations.

1.0 Membership

- 1.1. The Recreation Park Committee will be made up of a minimum of 2 Councillors and co-opted members from the wider community, ideally 12 persons.
- 1.2. Members may be co-opted on the basis of their special knowledge or interest.
- 1.3. A quorum shall consist of 4 members of the Committee.
- 1.4. The Committee will report to Council at each Full Council meeting.
- 1.5. The Committee will work as a team and communicate effectively with each other, the Parish Council and the Residents.
- 1.6. A majority vote of the Committee will be required before taking any proposals to a Full Council Meeting.
- 1.7. The Chairman of the meeting may give an original vote on any matter put to the vote and in the case of equal votes may exercise his casting vote whether or not he gave an original vote, voting should be via show of hands.
- 1.8. The Committee is authorised to establish sub-committees and working groups and to appoint volunteers (complying with age related, GDPR and pecuniary interests) when required to assist in its work.
- 1.9. The Committee will operate within the Parish Council's Standing Orders, Financial Regulations and Local Government Law.

2.0 Meetings

- 2.1. The calendar of meetings shall be confirmed at the first meeting after the Annual Statutory Meeting of the Parish Council.
- 2.2. The Committee will meet a minimum of 4 times a year.
- 2.3. The Committee will be convened in accordance with the Parish Council's Standing Orders.
- 2.4. The Agenda will be published in accordance with the Parish Council's Standing Orders.
- 2.5. Minutes of all meetings will be recorded by the Parish Clerk or by a person nominated by the Clerk and shall be presented electronically at the next Full Meeting of the Parish Council.

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2.6. All Committee decisions will be circulated with any recommendations needed for consideration to be put forward at the next Full Meeting of the Parish Council.

2.7. Additional meetings will be arranged as required.

3.0 Areas of Responsibility

3.1. The aim of the Committee is to improve and maintain the facilities at the Recreation Park and will review, report on and make recommendations to the Parish Council to:

- Encourage maximum use of all the facilities at the park; and
- Develop ideas to improve and maintain the facilities at the park which will generate income and offset the cost currently borne by the Parish Council.

3.2. The Committee will formulate short- and long-term plans for the future and work in partnership with the Parish Council. The Committee will consider all viable options and ideas for the betterment of the Recreation Park.

3.3. The Committee will implement decisions and duties of the Parish Council concerning the Recreation Park including:

- Day to day management;
- Health and Safety;
- Inventories;
- Schedule of maintenance;
- Annual safety inspection reports in all areas that the Committee manages;
- Play equipment purchases within the budget constraints or through grant specifically received for play equipment;
- Authority for payment for work undertaken; and
- Implications of climate change and biodiversity.

4.0

4.1. The Committee will lead on and approve tenders for all aspects of maintenance and ground works for the Recreation Park accordance with the Parish Council's financial regulations.

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- 4.2. The Committee will manage a budget via the Finance Committee to the Council for the forthcoming financial year and will act within the annual agreed budget. The Responsible Financial Officer (RFO) will provide financial reports to the Parish Council.
- 4.3. The Committee will consider annual budget requirements for the Recreation Ground to be submitted to the Finance Committee by no later than the end of November each year in accordance with Financial Regulations paragraph 3.12.
- 4.4. To Committee will review and set the level of the annual fees for use of the Recreation Park spaces.
- 4.5. The Committee will work in partnership with the Taunton PCSOs to alleviate anti-social behaviour and vandalism in/on the Recreation Park/facilities.
- 4.6. The Committee will note and if necessary, consider feedback from members of the public who use the opportunity to feedback to the Parish Council via telephone or email the Parish Clerk.
- 4.7. The Committee will prepare an annual report to summarise the work undertaken in the exercising of its delegated powers for consideration by the Parish Council.