

# QUENIBOROUGH PARISH COUNCIL

## RECREATION COMMITTEE

### TERMS OF REFERENCE 2023

#### 1. **Members**

Five Parish Councillors appointed annually at the Annual Council Meeting to include the Chairman and Vice Chairman.

#### 2. **Quorum**

The quorum of the Committee shall be three Members.

#### 3. **Voting**

Only the above may vote and participate at a meeting. In the case of an equal vote, the Chairman shall have a second or casting vote.

#### 4. **Procedures**

- a) The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders when adopted.
- b) At the annual site meeting in August the Committee shall elect a Chairman for the forthcoming year from amongst the Committee membership. The Chairman may be re-elected.
- c) The Committee shall meet on a quarterly basis. The Clerk and/or Chair is to be responsible for calling a Recreation Committee meeting.
- d) The Committee will submit its minutes of meetings for ratification to the next meeting of the Parish Council.
- e) The Clerk to the Council shall provide administrative support for the Committee.

#### 5. **Admission of the Public and Press**

The Public and Press may not be admitted to these meetings as "In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item".

#### 6. **Responsibilities**

- a) The Committee is empowered to manage and maintain recreation areas, common land and the mowing of the verges around the village on behalf of the County Council.
- b) The Committee will put forward proposals for improvements and development and any other capital expenditure for the agreement of the Parish Council when requesting funding for the following financial year.
- c) If additional or alternative capital expenditure is deemed necessary or desirable this is to be referred back to the Parish Councils for their approval.
- d) Proposals for a significant change to a recreational area must have the approval of the Parish Council in the case of King George V, Rearsby Road Playing Fields and The Millstones Play Area.

- e) Carry out regular reviews of routine expenditure in the day to day running of the recreation facilities.
- f) The Recreation Committee to regularly produce outline future plans for the short, (immediate) medium (annual) and long term (3 yearly) so that all Parish Councillors are aware of the overall direction proposed. These plans to be amended as necessary.
- g) 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.
- h) Instruct the Clerk to prepare tender documents for recreation maintenance and mowing contracts every three years to ensure the Parish Council are adhering to 'Best Value'.
- i) To optimise usage of the sports facilities within the village to generate income to help maintain and improve the existing facilities.
- j) To review income/expenditure relating to the Football Facilities and produce a report for the Parish Council.

## **7. Meeting Duration**

The Recreation Committee meetings will be for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next meeting. In exceptional circumstances, the meeting may be extended with a vote taken by Members.

## **8. Specific Delegated Powers**

- a) Oversee the maintenance, upkeep and improvement of the Parks and common land.
- b) Recommend any maintenance, upkeep and improvements of the King George V, Rearsby Road Playing Fields and Millstone Lane Play Area.
- c) Consider ways to provide, improve and upgrade recreational and open space facilities at the King George V, Rearsby Road Playing Fields and Millstone Lane Play Area for the benefit of the Parish.
- d) Be responsible for overseeing the Parish Council's Health and Safety Policy in all areas of the King George V, Rearsby Road Playing Fields and Millstone Lane Play Area.
- e) Receive RoSPA Inspection Reports and consider appropriate actions to ensure Health and Safety issues identified are addressed.
- f) Work in partnership with the Police and Community Officers to help alleviate any anti-social behaviour and vandalism that may occur on the King George V, Rearsby Road Playing Fields and Millstone Lane Play Area. Any matters relating to anti-social behaviour at the King George V, Rearsby Road Playing Fields and Millstone Lane Play Area, should be reported to and discussed by all Parish Councillors.
- g) Consider, review and recommend play equipment purchases for the King George V, Rearsby Road Playing Fields and Millstone Lane Play Area.
- h) Continue annual Councillor site inspections of the King George V, Rearsby Road Playing Fields and Millstone Lane Play Area.
- i) Report any issues of concern at the King George V, Rearsby Road Playing Fields and Millstone Lane Play Area to the Clerk immediately for rapid response.
- j) Set the Football Pitch and Facilities hire fees of Rearsby Road Playing Field.
- k) Authorise the Clerk to carry out essential repairs and any unforeseen events which require immediate action to the Football and recreation facilities. The Clerk must first make all

reasonable effort to consult with the Chairman and Chair of the Recreation Committee or two councillors in accordance with the Parish Council's Financial Regulations.

**9. Terms of Reference**

- a) To review the Terms of Reference of the Recreation Committee on an annual basis at the Annual Parish Council Meeting.
- b) The next review of these Terms of Reference will be reviewed in May 2025