



Terms of Reference Playing Field Committee

Purpose:

To manage and maintain the St Dennis Playing field, bringing forwards schemes of improvement to the land and facilities in the support of the objectives of St Dennis Playing Field Trust and St Dennis Parish Council to support the health and wellbeing of parishioners and others using the facility.

Terms of Reference

The powers and other matters relating to the committee will be subject to these Terms of Reference. These terms of reference will be reviewed at each Annual Meeting of the Council and if necessary revised. These Terms of reference are supplementary to, and do not take precedence over the Parish Council's Standing orders and Financial Regulations.

Objectives

1. To encourage and allow, subject to any operating restrictions, free access and use of St Dennis Playing Field.
2. To manage the improvement and maintenance of the facilities.
3. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility.
4. To identify, investigate and apply for funding for improvement schemes.
5. To abide by the conveyancing document dated the 24th September 1951 and the Conveyance dated the 16th July 1965.

Committee

All Parish Councillors shall be trustees of St Dennis Playing Field Trust and adhere to the Playing Field's Conveyance. The Chairman and Vice Chairman shall be determined at the first meeting of the Committee following the Annual Meeting of the Parish Council.

The Committee shall meet as often as is necessary but not fewer than once every Quarter

Quorum

Four members must be present for this meeting to commence.

Scheme of Delegation

Within the approved budget and in accordance with the Financial Regulations, the committee has the authority, for and on behalf of the Council, to exercise these delegated powers.

- a) To effect the management, maintenance of the land and facilities including the play equipment under the ownership of St Dennis Parish Council and the Playing Field Trust.

- b) All aspects of Health and Safety that fall within the remit of the Committee including ensuring there is an adequate and suitable safety inspection and regime of all play and ancillary equipment to be implemented and maintained.
- c) To acquire goods and services necessary to support the effective running of the facility.
- d) To raise funds and manage those funds for improvement purposes.
- e) To consider and submit to the Finance, Staffing, General Purpose and Audit Committee annual estimates of income and expenditure for the forthcoming year.
- f) Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget within the limits previously approved by the Council.
- g) Make recommendations to the Full Council or the General Purpose, Finance & Audit Committee for spending not within the allocated budget.
- h) To ensure that all incomes and expenditures are accurately recorded, and the Annual Return is submitted to the Charities Commission.
- i) In the case of emergency involving danger to life or property, the clerk in consultation with the Chairman and the Vice Chair, may take whatever steps are deemed necessary to remove the immediate risk.

Matters not delegated to the committee

1. The consideration of new or reviews of consultations and policy documents of other bodies and any other consultation documents of parks and recreational nature.
2. Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Adopted by St Dennis Parish Council

Date: 2nd July 2019

Minute Ref: 57/19

Reviewed by St Dennis Parish Council

Date: 5th May 2022

Minute Ref: 37/22