



Highcliffe and Walkford Parish Council

Recreation Sub-Committee Terms of Reference

1 OBJECTIVE

- 1.1 The Recreation Sub-Committee is constituted to consider and make decisions on behalf of the Amenities Committee to all matters pertaining to recreation grounds, play areas, sports facilities, and pavilions, owned or operated by Highcliffe and Walkford Parish Council.

2 MEMBERSHIP

- 2.1 Membership shall consist of five members of the full council who may or may not be members of the Amenities Committee and will be elected to serve on the committee at the Annual Meeting of Highcliffe and Walkford Parish Council.
- 2.2 The sub-committee members may also include non-councillors appointed by Council, the Amenities Committee or co-opted by the sub-committee.
- 2.3 The quorum of the committee shall be three members, two of whom shall be councillors.
- 2.4 Where less than three members of the committee can attend a meeting, any other councillor may be substitute.

3 AREAS OF RESPONSIBILITY

- 3.1 The committee has the delegated authority from Highcliffe and Walkford Parish Council and the Amenities committee:
 - To issue contracts for work in the operation and maintenance of amenities,
 - To authorise expenditure within its assigned budget.
 - To oversee the stewardship of council recreation grounds and play areas and associated buildings.
 - To set fees for the hiring of council playing fields.
 - To manage the risks associated with the provisions of playing fields and play areas.
 - To ensure playing fields and play areas are adequately risk assessed and insured.
 - To ensure recreation and play activities are adequately risk assessed and insured.
 - To submit to the Amenities Committee a budget request for the following financial year.
 - To make regular reports to the Amenities Committee on the expenditure against budget.
 - To make recommendations for the additional and replacement play facilities.
- 3.2 All powers shall be exercised in accordance with standing orders and financial regulations, or directions given by the Full Council.

4 ADDITIONAL DELEGATED POWERS

- 4.1 In the event that it is not possible to convene a meeting of the sub-committee or if a meeting is inquorate, power is delegated to the Clerk in conjunction with at least one other member of the sub-committee to take actions and authorise expenditure on behalf of the council.

5 LIAISON WITH EXTERNAL STAKEHOLDERS

- 5.1 The committee will liaise with all appropriate stakeholders including hirers, casual users, the public and other bodies in the management and operation of playing fields and play areas.

6 SITE MEETINGS AND INSPECTIONS

- 6.1 On site meetings may be arranged by the clerk or the chairman of the committee and where an on-site meeting is arranged all members of the Committee and the Council shall be notified, but not all have to be in attendance.
- 6.2 Individual members will not attend on-site meetings without explicit agreement of the committee or with an officer present.
- 6.3 The committee shall ensure that all sites and activities are regularly inspected in accordance with the requirements of the council's insurers and all applicable health and safety regulations,

7 MEETINGS

- 7.1 The sub-committee shall meet at least quarterly.
- 7.2 Meetings may be held in public, and the committee shall decide if time is assigned for the public to make representations.
- 7.3 Dates of sub-committee meetings shall be published on the council's website.
- 7.4 The clerk or the chairman of the Amenities Committee or chairman of the sub-committee may call additional committee meetings as and when necessary.
- 7.5 The committee shall have the option of referring matters up to the Amenities Committee or Full Council.

8 WORKING PARTIES, TASK and FINISH GROUPS AND PROJECT TEAMS

- 8.1 The sub-committee may set up working parties and task and finish groups and project teams as required.

9 REPORTING

- 9.1 Decisions from the sub-committee shall be circulated to all members of the council as soon as possible following the meeting.
- 9.2 Minutes of the sub-committee shall be posted on the council's website as soon as possible following the meeting.
- 9.3 Minutes of the sub-committee shall be presented to the next Amenities Committee for noting.

10 REVIEW

- 10.1 The election to committees and their terms of reference are to be reviewed annually at the Annual meeting of Highcliffe and Walkford Parish Council