

LEISURE AND RECREATION WORKING GROUP

Terms of Reference

Adopted 14/10/24

Introduction

The Leisure and Recreation Working Group is a working group of the Parish Council.

The role of a working group of the Parish Council is to consider specific issues as directed by the Parish Council including:

- To examine an issue in detail, read reports and related materials, consider all options, recommend obtaining specialist advice to the Parish Council and obtain specialist advice at the instruction of the Parish Council.
- To co-opt, where necessary, other councillors and non-council members to provide such specialist advice
- To make full and detailed recommendations to the Parish Council
- To maintain notes of all meetings and formulation of recommendations
- To answer questions from the Parish Council regarding the area or responsibility

Working Groups do not have any delegated powers to make decisions binding upon the Parish Council but are able to make recommendations to the Parish Council for consideration.

Remit

The Parish Council has oversight of the recommendations of the Working Group in order to openly display that all suitable considerations have been taken into account. Any questioning and challenging will be at a full Parish Council meeting to ensure full transparency in the eyes of the electorate.

The remit includes:

- Actively using the sportsfield and Jubilee Park and promote its use within the community
- Identifying areas of the Sportsfield and Jubilee Park that need attention whether because of safety or wear and tear and report these to the Parish Council
- Carrying out routine safety checks
- Carrying out routine maintenance, cleaning, etc to maintain the standard of the facility
- Identifying projects that need to be undertaken to enhance or maintain the standard of the facility and to seek agreement from the Parish Council that funding for such work can be sought.
- Identifying sources of funding.
- Undertaking fundraising activities, if needed
- Identifying ways of involving the whole community and diverse groups in the community

Membership

The Committee will be comprised of at least two councillor members, plus at least three non-Councillors, who are appointed by the full council, with a quorum of three.

A leader shall be appointed at the first meeting of the Group, and the first meeting after the annual meeting of the parish council each year after that.

Meetings will be held at such intervals as the Group shall judge necessary.

Minutes of Group meetings should be sent to the Parish Clerk for inclusion in the reports in Parish Council meetings.

Attendance by the Group would be welcome at the Annual Parish Meeting to give a short report on the activities of the Group.

Responsibilities

- Carry out the remit as detailed in this Terms of Reference and conduct on behalf of the Parish Council any appropriate consultations, investigations, quote seeking and funding seeking required in the process of forming a final recommendation on the project (but without expenditure).

- On approval of these terms by the Parish Council, the Clerk is given delegated authority to spend funds for these purposes within a budget as set by the Parish Council.
- Seek approval from the Parish Council for any expenditure.
- Seek approval from the Parish Council before any grant applications can be made.
- Seek approval from the Parish Council for any fundraising activities to ensure that these are covered by the Parish Council's insurances. Appropriate risk assessments will need to be undertaken in advance of activities taking place.

Safety and Maintenance

- The Parish Council has overall responsibility for the safety and maintenance of the Sportsfield and Jubilee Park.
- The Parish Council will ensure that it arranges all safety inspections.
- The Parish Council is responsible for insurance of the facilities.

This Terms of Reference was adopted at the Parish Council meeting of the 14th October 2024 and will be reviewed at the Annual Parish Council meeting in May 2025.