

SHEPTON BEAUCHAMP PARISH COUNCIL

TERMS OF REFERENCE FOR THE RECREATION FIELD ADVISORY COMMITTEE

Date adopted: 26/09/22

Date reviewed: 19/05/25

Next review due: May 2026

1. Background

The recreation ground has previously been managed by a stand-alone committee that acted independently of the Parish Council. Due to dwindling numbers, it was decided at a meeting of the Parish Council on 18th July 2022 that a new advisory committee would be formed as part of the Parish Council.

2. Purpose

The advisory committee shall oversee the day-to-day running of the pavilion and recreation field and report to the Parish Council.

3. Responsibilities

To be responsible for the upkeep of the recreation field, equipment and buildings (any issues that need money spending in excess of the delegated authority amount to be reported to the Parish Council for their decision).

To advise on insurance needs (The Parish Council is to ensure that adequate insurance is in place with the choice of insurance company and cost to be decided by the Parish Council)

To keep records of income received from the football club (all income to be received through the Parish Clerk/RFO)

To carry out regular safety checks on the play equipment. To schedule the annual inspection carried out by an external company and check that it has taken place (choice of external company to be decided by the Parish Council)

To oversee the running of the 100-club draw (see financial authority below)

4. Composition of Committee

The committee will be made up of 6 – 12 members comprising: -

Two – three Parish Councillors

Two – three members of the football club

Two – six members of the public

A Chair for the committee will be appointed by the Parish Council at their annual meeting

5. Quorum

A minimum number of three committee members are required for decision making.

6. Meetings

The Committee shall hold 4 ordinary meetings during the financial year (1st April – 31st March). These will be held in the village hall or at the pavilion and minutes will be taken by the Parish Clerk. An Agenda will be issued a minimum of 3 working days prior to the meeting and members of the public will be allowed to attend the meetings. The minutes of this committee will be available to the public.

7. Reporting

The committee will report on its meetings at the next full council meeting

8. Recommendation

The committee makes recommendations to the Parish Council relating to matters affecting the recreation field for approval at a full council meeting.

9. Financial authority

The committee has financial authority to run the 100-club draw. The Parish Clerk/RFO will be responsible for handling all monies

The committee has no authority to bind the Parish Council or enter into agreements and must restrict its business to advising the Council on such matters.

10. Delegated Authority

The Clerk/RFO has delegated authority to agree expenditure for minor improvements to the recreation field, pavilion, MUGA and play equipment up to a maximum of £2,000 in each financial year. Funds available for use by the committee would comprise:

- Income from the football club
- Profit from the 100 Club each year
- Profit from fund raising events run by the advisory committee each year
- Money transferred to the Parish Council following the closure of the former Lethbridge Recreation Committee (one-off amount)

Any funds not used will be carried over in the Recreation Field Minor Improvements earmarked reserve to use in future years.

The Clerk/RFO will report at each council meeting on the expenditure made under this delegated authority.

11. Review arrangements

The committee will be a standing committee of the council. The appointment of the committee will be considered at the Annual Council Meeting, which may decide to alter the committee as required.