

Recreation Committee Terms of Reference

General:-

- 1) The Committee will operate within Council's Standing Orders, Financial Regulations, and within any statutory legislation that may apply to its activities.
- 2) The Chairman of and Vice Chairman of Council are full members of all committees.
- 3) Any Councillors may attend any or all committee or working party meetings but only those Councillors specifically appointed or co-opted to this committee may vote at this committee's meetings.
- 4) Any changes to these terms of reference shall be incorporated into the Standing Orders when approved in any Council meeting.
- 5) Members of the committee will be appointed at the Annual Parish Council meeting.
- 6) The Chairman of the committee will be elected at the Annual Parish Council meeting.
- 7) Co-opted members may join the committee during the year if so authorised by the Council at a Council meeting.
- 8) Members of the committee shall have voting rights in accordance with Standing Orders.
- 9) Quorum for the committee will be three members.
- 10) The Committee shall meet as and when required but at least 3 times a year.
- 11) Committee meetings will generally take place in the Barn and be clerked by the Clerk or Admin Clerk with such other administrative support as may be provided to the committee. The Amenities Officer will also be invited to attend the meetings.
- 12) Matters not specified as delegated to the committee must be referred to the Parish Council but may be supported by recommendations from the committee.
- 13) The committee can request Council to create Working Groups to review specific matters and make recommendations to the committee as to actions required.
- 14) These terms of reference are to be applied with common sense in order to allow the committee to function as a committee and fulfil its overall purpose.

Specific:-

- a) The overall purpose of the Recreation Committee is the maintenance, improvement, management, and promotion of recreational facilities of the Parish Council and to promote recreation within the parish.
- b) At the first meeting after the Annual Parish Council meeting the committee will elect a vice chairman.
- c) The committee shall have the necessary delegated budget and responsibility in accordance with the Financial Regulations.
- d) The chairman of the committee should be prepared to attend committee meetings of the Purley Sports and Social Club.
- e) Representatives from sports clubs using the Parish Council recreational facilities will be invited to attend committee meetings and submit reports.
- f) The Committee Chairman will also be a member of the Parish Council's Recreation Land Committee.

- g) The committee has delegated power for the care and maintenance of the council's recreational grounds, sports facilities, car parks, and associated buildings, equipment, and plant in conjunction with the Ground Manager.
- h) The committee has delegated power for the short-term letting or renting of recreational facilities.
- i) The committee has delegated power for the care and maintenance of the children's play areas and ensuring that they comply with health and safety and any other relevant regulations.
- j) The committee has delegated powers to liaise and cooperate with sports and recreational bodies both within the parish and in neighbouring areas.
- k) The committee will undertake or commission regular risk assessments and maintain a register of risks for the recreational facilities.
- l) The committee will undertake regular reviews of all contracts, hire agreements and leases pertaining to recreational facilities with a view to making appropriate recommendations to Council.
- m) The committee will ensure it always follows the principle of Best Value
- n) The committee will make recommendations to council in respect of:-
 - i) the purchase of new or replacement equipment and plant.
 - ii) changes to fees and charges ,to be reviewed annually, where permitted.
 - iii) as to the duties of both the Amenities Officer and Grounds Manager.
 - iv) as to the provision and replacement of sports equipment and play equipment.
 - v) as to the committee's budget.
 - vi) as to such care and maintenance of the tennis courts as is the responsibility of the Parish Council