

# Playing Fields Committee

## Constitution

Start Date  
16<sup>th</sup> January 2006

## **Purpose of the Constitution**

This document outlines the following:

- The purpose of the Playing Fields Committee
- Its accountability and responsibilities
- Who is represented
- How it goes about its business

The Constitution is intended to be a reference which assists the Committee in its formation and subsequent changes and also gives visibility of the Committee's remit to anyone interested in how the Playing Fields are managed.

Any changes to this constitution must be made at an Annual or Extraordinary General Meeting.

## **Purpose of the Playing Fields Committee**

The objective is to provide excellent sporting and recreational facilities for the parishioners of Ilmington and surrounding areas.

Ilmington Playing Fields are used by two broad groups of people:

- (a) Parishoners and other members of the general public for general recreation
- (b) Organised clubs and groups for specific sports or activities

The Parish Council owns the Playing Fields and it is appropriate that they retain overall management responsibility and fund this amenity through the Parish Precept - fully for group (a) and partly for group (b). It is also appropriate that clubs and other groups contribute appropriately to the management and funding to meet their specific needs.

The Playing Fields Committee has partial responsibility for managing maintenance and development of the Playing Fields and facilities. In particular:

1. Organisation of maintenance, development and funding for jointly used areas and facilities as required by the clubs and groups.
2. Involving all users of the Playing Fields in decision making on a consensus basis wherever possible.

## **Accountability**

Ownership and full legal liability for the Playing Fields remains with the Parish Council. Accountability for expenditure against the Parish Precept remains with the Parish Council.

The Playing Fields Committee is accountable to both the Parish Council and its member organisations. The Parish Council retains the right to approve any changes to this constitution and at any time can take any or all of the responsibilities back from the Committee.

No individuals or clubs will take on any personal or group financial / legal liability through membership of the Committee.

## **Responsibilities**

The Parish Council remains responsible for maintenance of all shared areas of the Playing Fields, including:

- Externals of the Pavilion (including the external toilets)
- Car Park
- The field, including –
  - Play equipment
  - Grass cutting
  - Hedges and trees

The Playing Fields Committee is responsible for co-ordinating:

- Maintenance and development of shared areas to an appropriate standard required by the clubs
- Development of shared facilities for the use of clubs, groups and the general community

Football, cricket, hockey and other group users of the field are expected to contribute equitably to maintenance and improvements of the areas that they principally utilise.

Responsibility for specific facilities remains with the respective clubs:

- Internals of the Pavilion – The Sports & Social Club
- All weather courts – Tennis & Multisports Club
- Bowling Green – Bowls Club
- Cricket Square – Cricket Club

There are dedicated storage facilities for which responsibility is also retained:

- Cricket Club (currently the car park shed)
- Tennis & Multisports Club (the tennis hut)
- Sports & Social Club (storage shed)
- Ilmington Show Committee (currently the container)
- Bowls Club (bowls store)
- Horticultural Society (possible future facility)

## **Finance**

The clubs will remain independent with their own membership and accounts. Clubs will remain free to raise funds from their members or other sources for their own specific projects.

Funding for all agreed projects will be sourced from:

- Appropriate charges made to each of the clubs
- Joint fund raising for specific projects
- Development contributions from the Parish Council

The Playing Fields Development Committee will be dissolved and finances transferred to the Playing Fields Committee.

The annual budgeting and accounting cycle is set to fit with Parish Council budgeting and AGM and will be as follows:

**Oct** Playing Fields Committee budget drafted and representation for funding made to Parish Council

**Nov** Parish Council budget set

**Feb** Budget finalised by Playing fields Committee and ratified by Clubs / Groups

**Mar** Funds due from Clubs

**31 March** – End of financial year

**Apr** Accounts compiled

Playing Fields Committee AGM

**May** Accounts presented at Parish Council AGM

## **The Committee**

The primary responsibility of the Committee is to make decisions and co-ordinate

actions.

All clubs / groups who use the Playing Fields on a regular basis must nominate a representative and agree to this constitution.

The Parish Council can nominate a representative to attend Committee meetings for the purpose of good communication between the two bodies.

An Executive will be elected by the Committee on an annual basis. The Executive are empowered to make all decisions relating to minor expenditures (less than £200) or changes to service providers etc. The Executive consists of:

- Chairperson
- Secretary
- Treasurer

The Secretary or Treasurer (as most appropriate) will also have the role of Vice-Chairperson.

The Executive may have volunteer members who do not represent a particular club or group. Such members would not be entitled to vote in a Committee meeting.

The roles of the Executive are limited to the following areas and these individuals are specifically not responsible for other activities unless they volunteer themselves.

### **Chairperson**

- Chairing of meetings
  - Ensuring all issues are adequately discussed
  - Agreeing individual and group actions
  - Achieving a consensus decision wherever possible
  - Managing conflict in the case of any dispute
- Representation of the Committee to other groups including reporting to the Parish Council (This part of the role can be shared with a Committee President if such a position is deemed to be of value)
- Co-ordination of Working Groups

### **Vice-Chairperson**

- Responsible for the role of Chairperson in their absence.

### **Secretary**

- Communication and correspondence with Committee members and service / product providers
- Official communication and correspondence with suppliers and the Parish Council
- Preparation and distribution of meeting agendas and minutes

- Arrangements for Committee meetings

### **Treasurer**

- Preparation of the budget and formal accounts
- Collection and recording of all payments
- Payment and recording of all invoices and expenses
- Management of current and deposit accounts
- Oversight (not necessarily direct responsibility) of external fund raising

Cheques will be signed by any two of the three members of the Executive.

Any member of the Executive may remain in post for a maximum of three years. To ensure some continuity, one post should ideally be changed every year.

Consensus decisions should be made wherever possible. In any situation where voting is necessary, decisions should be taken on a majority basis from one vote per club / group in attendance at the meeting. The acting Chairperson has the casting vote.

## **Meetings**

Committee meetings are held on a regular basis to be determined as appropriate. The general principles are to:

- Minimise the number of meetings that need to be attended by all members of the committee
- Limit the time discussing any subject that is not of relevance to all attendees
- Ensure that conclusions are reached and actions agreed

There will be an Annual General Meeting of the Playing Fields Committee before the Parish Council AGM.

## **Working Groups**

The bulk of practical work for the Playing Fields is undertaken by Working Groups. These consist of representatives from clubs and may also include other individuals as appropriate. Membership of Working Groups is voluntary, but active participation is the only way that a club or group can be represented regarding a specific activity or project.

Working Groups will be created and dissolved as dictated by the needs of the time.

All working groups are responsible to the Committee and should communicate progress and significant issues to the Committee on a regular basis. Any significant decisions must be referred to the Committee.

## **Groundsmanship**

The Parish Council is responsible for maintenance of the shared grassed areas (exc. Cricket Square & Bowling Green) to a standard and cost agreed by them at their budgeting time.

Maintenance and improvements to the shared grassed areas, over and above this standard, is the responsibility of the Groundsmens Working Group.

The maintenance responsibility of new shared facilities (e.g. storage hut) is to be agreed with the Parish Council on a case by case basis.