

## Recreation Grounds Committee Terms of Reference

### 1. Purpose

This Committee is established to oversee the day to day operation and maintenance of the Council-owned sports pavilion and associated facilities to ensure they are safe, well-maintained and fit for purpose.

### 2. Membership

The committee shall comprise of a minimum of three parish councillors.

The committee may co-opt a maximum of **three** non-councillors as voting members to fill gaps in experience, skills and resources, where considered appropriate by the Council.

The committee may co-opt additional non-voting members where it considers this necessary.

All members, whether councillor or co-opted, must comply with the Council's Code of Conduct.

### 3. Quorum

The quorum shall be three voting members of whom at least one must be a councillor.

No business shall be transacted unless a quorum is present.

### 4. Chairman

A chair shall be elected from the voting members of the committee at the first meeting of the committee held after the Annual Parish Council meeting.

### 5. Meetings

The Committee may determine its own meeting dates and schedule, provided it meets as often as necessary to carry out its responsibilities effectively.

Notice of meetings shall be given in accordance with the Council's standing orders and relevant legislation.

### 6. Delegated Powers

The Committee has delegated authority to consider and decide upon matters related to general day-to-day operation and maintenance of the sports pavilion and sports pitches including associated infrastructure such as the car park, water supply and foul drainage, groundsman store and other storage sheds, within agreed budgets and in accordance with relevant policies set by the Council.

Specifically this includes but is not limited to:

- Reviewing the condition and use of the pavilion, sports pitches and associated infrastructure;
- Overseeing the management, administration, and maintenance of the pavilion, including cyclical maintenance programmes and minor repairs;
- Considering issues raised by users and community groups;
- Approving hire arrangements, conditions and charges;
- Recommending improvements, refurbishments and development projects;
- Fundraising and grant applications relevant to the facilities (subject to any limits in Financial Regulations).

The Committee does not have authority to:

- Manage the tennis courts, bowling green, or playground equipment; or
- Commit the Council to expenditure outside agreed budgets or financial limits, such as the mowing contract for the playing fields.

#### **7. Reporting**

Draft minutes of a Committee meeting will be published at the earliest opportunity, and submitted to the next suitable meeting of the full Council.

In the absence of the Clerk, the Committee shall appoint a minute taker at meetings.

#### **8. Members' Obligations**

All members of the committee, whether councillor or co-opted, must comply with the Council's Code of Conduct.

#### **9. Review**

These Terms of Reference shall be reviewed annually by the Council or as required.

#### **10. Dissolution**

The Parish Council may at any time make a resolution to dissolve the Committee or amend its remit.

These terms of reference were adopted on 23 January 2026