

Kennington Parish Council

Terms of Reference of the Playing Fields Committee

These Terms of Reference were adopted by Kennington Parish Council at its meeting held on 13 July 2017 (minute No: 113.17)

PURPOSE:

To manage the usage and conditions of the Parish Playing Fields Facilities including play areas

AUTHORITY: (approved minute No: 116.16)

Delegated power to manage on a day to day basis its main functions is given to the Playing Fields Committee. However policy making or any financial spends in excess of £2000 or any contracts must be recommended by the Committee and taken to full Council for discussion and approval. Decisions made by the Committee are binding on the Council.

FREQUENCY:

Meetings timetabled – meeting every two months.

MEMBERSHIP:

6 Councillors: Cllrs. Mrs Buckingham; Feather; Patterson; Robinson and Smith

The Chairman of the Parish Council is an ex-officio member of all Committees and Working Groups

The Committee will co-opt the following members

1 member of the public

1 Cricket Club representative

1 Football Club representative

3 will constitute a quorum.

VOTING:

All Committee members, including non-councillor members have voting rights in respect of the management of land owned or occupied by the Council, with one exception – The term ‘management’ does not include making decisions about the **total** amount of money which may be spent by the Council in a financial year in respect of land or a festival. Councillors who are not members of the committee may attend meetings and speak on applications, but will not be able to vote.

MAIN FUNCTIONS:

1. To comply with all aspects of the Code of Conduct and the Council’s adopted Standing Orders and Financial Regulations at All times.
2. To elect a Chairman.
3. To be responsible for all aspects of the day-to-day running of both playing fields; pavilions and play areas facilities.
4. Ensure that a rent is levied from all persons or Clubs hiring the facilities and that the rents are reviewed on an annual basis no later than September each year.

Kennington Parish Council

5. Not to enter into any rental agreement with any Club or Association for a period of more than one year without the express permission of the Parish Council.
6. Not to permit any Club, Association or person to carry out any works, to any Council owned (or rented) property, without the express permission of the Playing Fields Committee.
7. To ensure that the Playing Fields and Pavilions are maintained to an acceptable level of cleanliness and repair.
8. To ensure that all relevant certificates for the continued operation of the Sports Pavilions are obtained.
9. To authorise expenditure for items pertaining to the day-to-day running of the Playing Fields, pavilions and play area facilities. Invoices will be presented for payment at the next available Parish Council meeting. Any items, goods or services, exceeding £2000.00 in value will be subject to approval by the full Parish Council at its next available meeting. The Playing Fields Committee will submit the necessary estimates and details for the Council's consideration.
10. To carry out an assessment of the risks faced on a six monthly basis. Keep written records of the assessment and report to the Parish Council its findings.
11. To carry out an annual Inspection of both Pavilions and report to the Parish Council its findings.
12. Be responsible for the maintenance of the play areas at both playing fields including the BMX track and the outdoor gym.
13. To carry out fortnightly and annual checks on both play areas including the BMX track and outdoor gym and to carry out any necessary actions.