

Wortham & Burgate Parish Council

Playing Field Committee Terms of Reference

Wortham & Burgate Parish Council (the Parish Council Playing Field Committee Terms of Reference)

Role of the Committee:

To be responsible for all aspects of the day to day running of the Coronation Playing Field and Sports Pavilion, ensuring that acceptable levels of cleanliness and repair are maintained with a regular assessment of risks.

Terms of Reference:

1. The Playing Field Committee will comprise of at least five (5) Councillors or as agreed at the annual meeting of the Parish Council.
2. The quorum for the Committee will be that over 50% of the Committee members are present.
3. The Committee must meet at least two (2) times in each calendar year.
4. The Playing Field Committee will:
 - 4.1. Be responsible for all aspects of the day-to-day running of the Coronation Playing Field and Sports Pavilion.
 - 4.2. 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.
 - 4.3. Not 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.
 - 4.4. Not permit any Club, Association or person to carry out any works, to any Council owned property, without the express permission of the Parish Council
 - 4.5. Ensure that the Playing Field and Pavilion are maintained to an acceptable level of cleanliness and repair
 - 4.6. Ensure that all relevant certificates for the continued operation of the Sports Pavilion are obtained.
 - 4.7. May authorise expenditure for items pertaining to the day-to-day running of the Coronation Playing Field and Pavilion. Invoices will be presented for payment at the next available Parish Council meeting. Any items, goods or services exceeding £750 in value will be subject to approval by the full Parish Council at its next available meeting. The Committee will submit the necessary estimates and details for the Parish Council's consideration.
 - 4.8. Will carry out an Assessment of the Risks (including Health and Safety assessments) on an annual basis. Keep written records of the assessment and report to the Parish Council its findings
 - 4.9. Be responsible for the maintenance of the play area on Wortham Playing Field.
5. The Terms of Reference under which this committee operates will be reviewed every three (3) years.
 - 5.1. Reviewed 13/11/08 & Approved at PC meeting 2/12/08
 - 5.2. Reviewed 13/10/09 & Approved at PC meeting 8/12/09
 - 5.3. Reviewed, amended, approved and adopted 9/1/2019 item 4.8 every 6 months changed to annual basis
 - 5.4. Reviewed, amended and adopted as per minute reference 15.7 7th September 2021

