



ST MEWAN PARISH COUNCIL

Terms of Reference 2016-2017

Playing Fields Committee

1. OBJECTIVE: To improve the quality of life in the Parish by providing and maintaining play facilities and open spaces:

- In an efficient and cost-effective manner
- Consistent with legislative requirements and in accordance with guidelines set out by the National Playing Fields Association (NPFA), Play England and the Royal Society for the Prevention of Accidents (ROSPA); and
- Suitable for access and use by all (including disabled people and senior citizens)

2. COMPOSITION:

2.1 *Membership:* The committee will consist of:

- 6 Councillors with 1 substitute appointed by the council at the Annual Council Meeting in May of each year.
- Up to 4 volunteer members of the public appointed by St Mewan PC.

2.2 *Chairmanship:* The committee will elect a Chair and Vice Chair from its Councillor Members at the first meeting after the Annual Council meeting.

3. MEETINGS:

3.1 *Schedule of Meetings:* The Committee will produce a Schedule of Meetings at its first meeting after the Annual Council Meeting. Minimum of 2

3.2 *Voting:* The volunteers may not vote on resolutions made by the Committee.

3.3 *The Quorum:* Will be a minimum of 3 Councillor Members.

3.4 *Minutes*: The Committee will be responsible for ratification of the minutes and will be available in a timely publication of the minutes

3.5 *Councillors and Volunteers*: The Code of Conduct and the Seven Nolan Principles will apply to all members of the committee. A copy of the Code of Conduct will be given to non- councillor members.

3.6 *Conduct of Meetings*: Declaration of interest, debate, voting etc will be governed by the Council's Standing Orders.

3.7 *Extra Ordinary Meeting*: Can be convened by the Proper Officer or Chairman of the Committee.

3.8 *Venue*: St Marks Church Hall, Trewoon Village Hall and Polgooth Village Hall

3.9 *Timing*: 7.00 pm unless agreed otherwise

4. RIGHTS, POWERS AND DELEGATION:

4.1 The Committee may spend monies:

- Authorised expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the committee's total budget must be authorised by the Finance Committee.
- Amount of expenditure on any single transaction is up to £1000.00 and only where that item has been resolved by the relevant Committee, and with the approval of the appropriate Committee Chairman (or in their absence that of the Committee Vice Chairman.
- Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the committee.

4.2 The Committee may make recommendations to the Council for consideration and approval.

4.3 Matters of an urgent nature requiring settlement before the next meeting of the Council may be dealt with by the Parish Clerk in conjunction with the Chairman and if not the Chairman, two other Councillors at their discretion to exercise or authorise and carry out that function but must be submitted for approval at the next meeting of the Committee. Delegated power of expenditure to the Parish Clerk is £500.00.

4.4 The Committee may:

- Apply for grants and donations in the interest of meeting its objectives

- Appoint Working Group(s) for specified purpose(s) with the approval of the Council
- Convene Special Meetings in accordance with the Council's Standing Orders

4.5 The Committee may not:

- Consider any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

4.6 Where the Clerk advises that an issue should be put before the Finance Committee or Full Council, this advice should be heeded by the Committee and given due consideration.

5. RESPONSIBILITIES:

5.1 The Committee is responsible for the production of written estimates of proposed expenditure by the Committee for the next financial year for submission to the Finance Committee for approval no later than the Council's meeting in November of the current year.

5.2 The Committee's remit extends to:

- The provision and maintenance of play facilities
- Implementation of projects

5.3 When recommending undertaking of a new project or service provision to St Mewan Parish Council, the committee will provide an assessment of risks/benefits and estimated costs of the undertaking.

6. GENERAL:

The exercise by the duly appointed Committee of functions of the Council within the Terms of Reference and delegation arrangements shall be subject to;

6.1 The Financial Policies of the Council as formulated from time to time.

6.2 The Standing Orders of the Council.

6.3 Any other direction of the Council in relation to the exercise of delegated functions.

6.4 Legal Status: Localism Act 2011.
Local Government Act 1972

Local Government Act 1999
Public in accordance with the Parish Council's Standing Orders
and the Public Bodies (Admission to Meeting) Act 1960 (S2 Sch
2).

6.4 Reports to the Finance Committee and Full Council.

A copy of these Terms of Reference will be given to all Councillors and Committee.

Adopted by Full Council 16th May 18
Minute No: AC14/18
Re- adopted at the Annual Council on the 8th May 19
Minute No: AC16/19 with change to 4.1 expenditure
back to £1000.00
Review annually