

**SHIPTON GORGE PARISH COUNCIL
PLAYING FIELD COMMITTEE**

TERMS OF REFERENCE

1. PURPOSE

The Playing Field Committee is responsible for dealing with the day to day running of the King George V Playing Field in Shipton Gorge and to make recommendations to the Council on any matters concerning the field, its equipment or maintenance.

The committee, through its chairman, is responsible for bringing to the full council's attention any concerns with regard to safety of play equipment, maintenance equipment or any other matters concerning the field that are brought to its attention.

The committee will consider and research the viability of any major changes to the field or additional equipment that may be suggested or requested, and report to the full council.

The committee will oversee the work carried out by the contractor/groundsman and any volunteers in the field.

The committee are required to provide an itemised budget for the forthcoming year for consideration by the full council in advance of its precept setting meeting, normally held in November each year.

The committee may be delegated by the Parish Council to carry out certain activities on behalf of the Council, and may have delegated funding allocated for this.

2. THE COMMITTEE

The Playing Field Committee is appointed yearly at the Annual Parish Council meeting held in May. It may consist of as many councillors as the council deem necessary and a committee chairman will be appointed.

The committee may also include lay members from the parish if the Council decide this is desirable, and this will be expected to include the current contractor/groundsman if they are a resident in the parish.

A quorum for the purposes of meetings is three members, of which at least two thirds must be parish councillors.

3. MEETINGS

The committee will meet a minimum of four times per year and the chairman will decide on meetings dates following consultation with committee members. It is not necessary for the clerk to attend committee meetings, or for formal minutes to be taken, unless requested by the committee chairman.

The committee may recommend that a public meeting be held if items of public interest are under discussion and/or wider public participation is required. The decision as to whether a public meeting is to be held is at the discretion of the Chairman of the Parish Council.

Advance notice of meetings, whether committee or public meetings, are to be posted on the parish website at least three clear days before the meeting is to take place and the committee chairman will notify the clerk of the date of the meeting one week before it is due so that this may be done. This in order to comply with the council's transparency code policy and so that the public may attend if they so wish. It is also desirable to post meeting notices on the village notice boards if possible.

Meetings may be held in the Village Hall or in the Playing Field as appropriate or required.

4. **INSURANCE AND SAFETY**

The committee chairman is responsible for ensuring that all Parish Councillors are aware of their duty in carrying out the Weekly Inspection on a rota basis for insurance purposes, for organising the rota and the provision of instructions as to how items are checked for safety, recorded and reported.

The chairman is responsible for ensuring that the Annual Safety Inspection is booked by the clerk and following the inspection bringing to the full council's attention any deficiencies that the Inspection Report contains, with the committee's recommendations for improvements required as a result.

The committee is responsible for ensuring that the Risk Assessment for the Playing Field is regularly reviewed.

The committee is responsible for ensuring that all persons working in the field have been instructed on the safe use of equipment, and provide any training required.

5. **REPORTS AND RECOMMENDATIONS**

The chairman will report at each Parish Council meeting to the full council on the work of the committee since the previous meeting, any relevant activities within the field and make any recommendations that it would like to be taken forward for discussion at a subsequent council meeting.

These Terms of Reference were adopted by the Council on **10 July 2013** and should be reviewed annually.

These Terms of Reference were reviewed and agreed by the Council on **8th November 2017**