

## **Burton in Lonsdale Parish Council**

### **Recreation Fields Committee**

#### **Terms of Reference**

##### **Frequency and location of meetings**

The Recreation Fields Committee will meet a minimum of 4 times each year at a location to be determined by the Chair of the Recreation Fields committee in line with Parish Council standing orders. The meetings will be scheduled up until the date of the next Parish Council Annual Meeting.

##### **Committee members and quorum**

Committee Chair: Ian Parker

Committee member: Mike Illey, Ian Wardle, Billie Strickland, Rebecca Spedding

The quorum of a Recreation Fields committee meeting shall be a minimum of 3 members.

##### **Administrative Support**

The Chair of the Recreation Fields committee will administer the meeting. If the chair is unable to attend the meeting, he will nominate a member of the committee to chair the meeting. If requested by the Chair, the Parish Clerk may provide administrative support.

##### **Appointment of the Chair**

The Parish Council will appoint the Chair and members of the Recreation Field Committee.

##### **Delegated Powers**

The Recreation Fields Committee will be responsible for managing and promoting the use of the recreation field including play and exercise equipment along with the pavilion.

The Recreation Fields Committee will work within Parish Council Standing Orders.

A key aim of this committee is to promote health, welfare and wellbeing in the village and surrounding communities. In addition, this committee will be the point of contact for users of the facilities including football teams and the Burton in Lonsdale Bowling Club.

The committee will be responsible for the maintenance of the facilities including procuring and managing maintenance work carried out by third party contractors along with identifying and scoping future capital works to present to the Parish Council for approval. The committee will also be responsible for all statutory testing of equipment and facilities.

The committee will work within budgets developed alongside the Finance Committee and approved by the Parish Council.

The committee will support the Parish Clerk to manage lettings of the pavilion and fields.

The Chair of the Recreation Fields Committee will provide a written report to each Parish Council meeting identifying:

- The status of statutory tests.
- Requirements for non-budgeted expenditure.

- Opportunities for capital schemes including costing, available grants, programme and benefits.
- Any other pertinent information relating to the recreation fields and their management.

**Duration**

The Recreation Fields Committee will remain in existence for the currency of the Parish Council.

