



# Playing Field Working Group (PFWG)

## Terms of Reference

Adopted on (date):

Original signed (Chairman):

Date	Details of any revision
6 <sup>th</sup> Jan 2024	Established at first meeting of PFWG, redrafted by Tim Nicol
22/1/24	Agreed by full council

Schedule of review: (date) as and when required.

## **Authority**

It was agreed by full council at their meeting on 11<sup>th</sup> December 2023 to disband the Playing Field Management Committee and replace it with a Playing Field Working Group. These terms of reference set out the membership, remit responsibilities and reporting arrangements of the Playing Field Working Group (PFWG).

The PFWG is appointed by, and responsible to, Easton on the Hill Parish Council (PC). The PC may vote, at any time to change the role of the PFWG.

## **Role of the Working Group**

The working group exists to discuss and make recommendations to the Parish Council in relation to the playing field (including the car park), the play area, the pavilion and garage storage and the woodland area.

Its role is to maintain and improve the areas above, with particular regard to:

- Hire arrangements with different sports clubs
- Refurbishment and maintenance of the pavilion
- Health and safety of the users of all areas, in particular the pavilion and playing field
- Fire safety of all users of the pavilion
- Grant applications for further improvements, should the need be identified
- Maintenance of all areas above, including the car park (but not Ketton Drift).
- Costing up of proposals as far as possible to present to the council. The Clerk will be asked to get quotes for agreed specifications of work and a risk assessment will be written and agreed before any insured work takes place by volunteers or members.
- Enlisting volunteers from the Friends of the Playing Field list for general maintenance jobs.
- Engaging with the community for views and opinions on the development of the playing field/pavilion.
- Liaising with the clerk over the caretaker contract and work/statutory checks to be undertaken, with relevant paperwork.

## **Membership**

The PFWG will consist of:

Up to 6 appointed Parish Councillors, appointed at a full council meeting. Representatives from other organisations and members of the public may be invited to a meeting to offer expertise and guidance.

The PFWG will appoint a Chairman/Secretary, at its first meeting. Should the Chairman/Secretary not be available for a meeting then another councillor will be agreed as stand-in.

Resolutions of the PFWG will be made by majority agreement by show of hands of those present (either in person or remotely) and voting. The Chairman has a casting vote if required.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the notes of the meetings and ensure accurate and agreed proposals to full council.

Quorum of a meeting will be minimum 3 members (Councillors). Attendance can be by via Zoom/remote means.

### **Meetings and records**

Meeting will be held initially monthly in the village hall and then at least 4 meetings per year.

Written minutes or notes will be taken at every meeting and circulated by the secretary.

An agenda will be considered approved by all members if no objections are received, and requests for agenda items should be submitted to the Chair/secretary 5 days prior to the meeting to enable the timely production and circulation of the agenda.

To ensure that meetings run smoothly, members are expected to abide by the following rules.

- a. Members to read all circulated reports etc
- b. Discussions to follow the planned agendas
- c. Show respect by listening to others and not interrupting
- d. Identify actions following discussions and the member(s) to follow up these actions
- e. Address items through the chairman

All Members of the PFWG will abide by the financial regulations and financial/audit guidelines followed by the Parish Council and endeavour to follow the PC Code of Conduct in its dealings.

A copy of the minutes/notes will be sent to the Clerk of the PC to be included with associated paperwork for the council meeting and proposals for decisions by the council are to be sent to the Clerk for the full council agenda no later than 7 days before the meeting date.

A report will also be produced at least quarterly and sent to the Clerk highlighting progress made and plans for moving forward, no later than 1 week before the PC Meeting.

### **Level of responsibility**

The PFWG has no delegated powers to make any decisions on behalf of the Parish Council.

The PFWG has no delegated powers to spend any Parish Council funds, without the prior approval of the Parish Council in a Parish Council meeting.  
In an emergency the Clerk and the PC Chair can authorise payments of up to £500 to be ratified by the next full meeting, in line with Standing Orders.

All proposals must be presented to the Parish Council and voted on in a full, public council meeting for transparent decision making.

Agreed on date.....

Signed.....

Review date.....