

Easton on the **Hill** Parish Council



PLAYING FIELD IMPROVEMENTS COMMITTEE TERMS OF REFERENCE

June 2021

Signed

Date	Details of any revision
January 2021	Added specific behaviours and rules from the Council Code of Conduct and Standing Orders

Schedule of review: May 2022 or as required

Authority

The Playing Fields Improvements Committee has full delegated powers to make decisions and spend grant money allocated specifically for playing field improvements, as specified in these terms of reference. The committee is appointed by and solely responsible to Easton on the Hill Parish Council. All business will be conducted as per the standing orders of full council meetings.

The committee duties are defined and agreed by the Main Council who may vote, at any time, to modify the Committee's powers. The committee will meet at least every 2 months and sometimes more depending on timescales relating to the project.

The committee may appoint working parties or sub-committees to work on a specific part of the project.

The committee will last until such time as a Playing Field Association is able to be considered to be set up as previously agreed by the council.

Membership

Members of the committee will be at least 5 members of the Parish Council and up to 5 non-councillor members all with voting rights.

S102 (3) of the 1972 Local Government Act provides that a council can appoint persons who are not its members to committees and sub committees (including joint committees and sub committees).

Non-Councillor members of a committee cannot normally vote at meetings, however an exception to this is that they can vote at meetings which concern the following;

“the management of land owned or occupied by the council”.

The term management does not include making decisions about the total amount of money which may be spent by the council in a financial year in respect of land or a festival.”. It is recognised that the full council sets the budget for the playing field and this committee will only apply for grants to spend on the improvement of the playing field. Any additional spend has to be agreed by the full Council.

Membership will be a maximum of 10 people. The Local Government and Housing Act 1989 10 ss13(3) and 4(c) of the 1989 Act confirm that non councillor members of committees can have voting rights when the land is owned or managed by the Parish Council. At least one of the councillors will also be a member of the Finance Committee and one non councillor member will be a representative from the Easton on the Hill Cricket Club.

Members who are non-councillors with voting rights are to be agreed by the councillor members.

Quorum at the committee meetings will be 4 members and consist of no fewer than three council members.

At its first meeting, it will elect a Parish Councillor to be Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – all members to be re-elected each year at the annual meeting of the Parish Council. The chairman will have a casting vote when votes are tied on a decision.

The committee may appoint a volunteer Project Manager to oversee the operations and specific works.

Record of Proceedings

1. Agendas will be produced and displayed in the same way as for full council meetings and open to the public. They will show the motions on which decisions need to be made. These might be altered during the meeting but this should allow members to be focused and clear on the purpose of the meetings.
2. Written minutes will be taken to record the committee's decisions and will be circulated to all Councillors and will be reported at the next Full Council meeting.
3. The minutes will be published at www.eastononthehillparishcouncil.com and will also be available by request from the Parish Clerk. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.
4. Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.
5. Where possible, reports/updates from each working group will be provided to the Clerk at least 7 days before the date of the next meeting, with clear information on items to be decided.

Responsibilities

1. To prepare the documentation required to be submitted to release the grant agreement and provide the Augean grant.
2. To project manage the spending of the Augean grant of 39k as per the application.
3. To implement and consider, but not limited to, the agreed playing field working party recommendations in all decisions relating to applications for further improvements.
4. To manage the purchase and location of gym equipment using the ward councillor fund grant of £2650, taking into account installation costs, maintenance and notice boards.
5. To report to full council if it proposes any further expenditure and to get agreement beforehand.
6. To carry out the improvements as detailed in the grant applications and strictly as per the grant agreements.
7. To spend the funds in line with the council's financial regulations, in particular when obtaining quotes and tenders where necessary for works.
8. To consult other village organisations on anything that impacts their operation or anything that they may have an interest in or opinion on.
9. To hold meetings in public and invite the public to comment on specific items to purchase where appropriate, eg play equipment.
10. To apply for and be responsible for future grants for the purchase of more equipment and further improvements, as per, but not limited to, the playing field working party recommendations, village plan and village open event and further consultation if appropriate.
11. To set up separate working parties as agreed by the committee to look at specific parts of the projects ie third party contributors, play equipment choices, development of the

- woodland area, prior notice of demolition.
12. To keep under review all matters connected with committees, working practices, health and safety, insurance and contract management.
 13. To report to and get agreement from full council on any long-term arrangements incurring ongoing and regular costs for the council eg maintenance of equipment.

Behaviour/Code of Conduct & Standing Orders

- All members will observe the Council's agreed code of conduct in all meetings showing respect to others and being positive in comments and suggestions.
- All members will follow the Council's Standing Orders in meetings and in particular when a decision is to be made. Members can share views and opinion by speaking for a maximum of 5 minutes uninterrupted by others, ideally 3 minutes. Each person will only be allowed to speak once on each item unless requested by the Chairman.
- The meetings will aim to last for 1 hour maximum.
- The times of the meetings may vary to suit members and the public and will be decided at the end of each meeting for the next meeting date and time.
- Members will treat everyone in a positive way. We will show respect and courtesy in all interactions. In meetings this means no interrupting. All comments and questions are to be made to the Chairman and not directly at each other. We shall thank each other for involvements and model the way in which we would like to be treated.
- In emails, meetings and other communications we will ensure that opinion is made clear that it is opinion and fact is referenced.
- Members will remember that the committee is made up of volunteers (and Councillors) and trying to do something positive and will ensure that if anyone disagrees we ensure to disagree in a constructive way. Personal digs and negative comments are not needed.
- The committee endeavours to work together towards a common goal and each member should feel an equal part of the committee and not feel as though they are excluded.