

# **Easton** on the **Hill** Parish Council



## **PLAYING FIELD MANAGEMENT COMMITTEE (PFMC) TERMS OF REFERENCE**

**November 2021**

Signed

Date	Details of any revision

Schedule of review: May 2022 or as required

# Purpose

The PFMC will manage and develop the Playing Fields and Play areas in Easton on the Hill on behalf of the Parish Council to improve the wellbeing of all.

# Authority

The Playing Field Management Committee (PFMC) is an Executive Committee of the Parish Council. It has full delegated powers (the statutory authority for a delegation is found in section 101(1) of the Local Government Act 1972) to make decisions about the management, upkeep, maintenance and improvement of the Easton on the Hill Playing Field and raise and spend funds allocated specifically for the Easton on the Hill Playing Field, as specified in these terms of reference. The committee is appointed by, and solely responsible to, Easton on the Hill Parish Council. The Committee is acting for the village, on behalf of the council. The Parish Council has to remain the legal party to all contracts relating to the area of responsibility and has to retain overall liability and responsibility. All business will be conducted as per the standing orders of full council meetings and within Local Government law.

The committee duties are defined and agreed by the Main Council who may vote, exceptionally, but at any time, to modify the Committee's powers. The committee will meet at least four times a year as a minimum depending on operational requirements.

The committee may appoint working parties or sub-committees to work on specific parts of its work and responsibilities.

The PFMC area of responsibility is defined as the area as registered with the Land Registry and owned and managed by the Parish Council, including the Woodland area. It is also responsible for The Close Play Area.

The PFMC will replace the Playing Field Improvement Committee and the appropriate responsibilities and objectives of the PFIC will transfer to the PFMC.

# Membership

Membership of the committee is determined by the council and will be at least 5 elected members of the Parish Council and up to 5 non-councillor members all with voting rights.

See (i) below.

Non-Councillor members of a committee can vote alongside Councillor Members.

Membership will be a maximum of 10

See (ii) below

At least one of the councillors will also be a member of the Finance Committee and one non councillor member will be the Chairman of the Easton on the Hill Cricket Club.

The PFMC may invite members of other village groups to be on the committee however the maximum number must not exceed 10. (Other people could be invited to be a non-voting member for work needing their input or expertise). Other interested parties may attend meetings but may not vote unless appointed to the committee.

Members are reminded that failure to attend a meeting of the committee or council for 6 months may result in disqualification depending on the reasons for non-attendance.

Members who are non-councillors with voting rights are to be agreed by the rest of the PFMC (initially the full Parish Council)

Quorum at the committee meetings will be 4 members and consist of no fewer than two council members. There will be at least 4 meetings a year.

At its first meeting, it will elect a 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 Clerk will provide administrative support to the Committee.

The PFMC may, if it feels it is necessary, appoint a paid or unpaid Playing Field Manager/Caretaker to work on day-to-day operational issues and who reports to the Clerk. They will be paid on a self-employed basis at a rate to be agreed to be reviewed periodically, rather than be an employee of the council.

## 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](http://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. Reports/updates from each working group will be provided to the Clerk at least 7 clear days before the date of the next meeting, with clear information on items to be decided.
6. A report will be provided quarterly for the full council meeting to update Councillors on all aspects of the committee's work and activity and financial position.

# Responsibilities

## Summary Responsibility Matrix

	Full Council	PFMC
Finance	Agrees annual budget for PFMC Considers and agrees exceptional items outside budget	Manages income and expenditure according to budget and reports quarterly
Operations	Delegates all repairs and maintenance Enters into formal hire agreements on recommendation from PFMC	Manages all repairs and maintenance Manages hiring and liaises with clubs and organisations
People	Clerk support for meetings, minutes, agendas, procedural advice	Employs caretaker/bookings secretary
Development	Receives annual plan, and when agreed provides support	Develop innovations and assets within the overall ToRs according to the evidenced needs of the village
Engagement	Listens for feedback and passes on to PFMC	Establish user group or encourage non committee members to attend committee meetings to take on views of the community

### Operational management

1. To continue with the implementation of the play area improvements, currently undertaken by the Playing Field Improvement Committee, and in line with the current grant agreement and development plan for the area.
2. To proactively support the development of events on open spaces and identify opportunities for improvement.
3. To actively promote and encourage sporting and recreational ventures on the playing field.
4. To actively promote all the environmental aspects and benefits of recreational, open space in the Parish, with particular attention to the Woodland area.
5. To review the use and range of activities on the recreation ground for the benefit of all.

6. To have responsibility for, and make decisions regarding, the grass and hedge cutting and the associated contract for the Playing Field, consulting the main council where there is a cross over with the Trees and Greens Working Group and impact on the current and wider agreement and arrangements for maintenance for the Parish Council and in the village.
7. To have responsibility for and make decisions on the checks and maintenance of all of the play equipment in the Playing Field play area, as per ROSPA requirements and act upon their recommendations.
8. To have responsibility for all of the facilities and property within the playing field area and carry out repairs as necessary to ensure it is safe and serviceable. This includes all equipment, fencing, bins, goals, seating, signage and any other items.
9. To liaise with sports clubs and organisations and deal with agreements for the hiring out of the Playing Field and associated administration and income.
10. To consult and liaise with other village organisations on anything that impacts their operation or anything that they may have an interest in or opinion on, in particular the Cricket Club.
11. To apply for and be responsible for future grants for the purchase of more equipment and further improvements, in line with, but not limited to, the playing field working party recommendations, village plan and village open events and further consultation if appropriate.
12. To set up separate working parties as agreed by the committee to look at specific parts of its responsibilities and any associated projects/grants.
13. To keep under review all matters connected with committees, working practices, health and safety, insurance policy and contract management.
14. To carry out risk assessments as necessary for safe working practices of all work carried out by members and non-members and ensure any impact on the council insurance policy is flagged up to full council.
15. To ensure no decision is taken that impacts on Parish Council responsibilities for their land and the part of the land owned by the Parish Council and leased to the cricket club without their knowledge and full agreement eg retention of the public rights of access, installing equipment on the cricket pitch, sub-letting the land to a third party etc.
16. To consider the effect on the environment and whether the work, actions and objectives help or hinder the climate, air pollution and nature plans.
17. To liaise with the full council on matters of access and the Bridleway. The PC retain overall responsibility for the Bridleway.

### **Financial management**

1. To manage the budgetted funds agreed annually by full council and allocated to them in line with the council's financial regulations, in particular keeping within budget expenditure and adjusting according to actual income received to deliver the annually agreed impact on the full council budget. Follow due process when obtaining quotes and tenders where necessary for works.
2. To propose a budget (income and expenditure) for the next financial year (April) annually in October, via the Finance Committee.
3. To consider and make recommendations for approval from full council on any expenditure outside of its budget allocation before any irrevocable commitment is made.
4. To report to and gain agreement from full council on any long-term arrangements incurring ongoing and regular costs for the council ie insurance premium increase, maintenance, contracts.

5. All payments will be authorised by the PFMC prior to expenditure being occurred except for urgent and necessary expenditure up to a maximum of £500 and then agreed between the Playing Field Manager, the Clerk and the PFMC Chairman as long as within the budget.
6. To apply for grants on behalf of the Parish Council for further improvements as agreed.

## Behaviour & 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.

### Footnotes:

- (i) 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)
- (ii) 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.