

Hemsby Parish Council Playing Field Management Committee Terms of Reference

Purpose of the Committee

The Playing Field Management Committee (PFMC) is a committee of Hemsby Parish Council to develop and manage the playing field and facilities at Martham Road, Hemsby. Also, in recognition of the health and wellbeing benefits of sporting and outdoor activities and community engagement.

Members

The committee will consist of a minimum of three parish councillors, who will be confirmed by the Parish Council at its annual meeting held in May each year. At its first meeting following that meeting, the committee will appoint a Chair. The committee will also co-opt a representative from each of the principal groups using the playing field and or its facilities. Additional members may be co-opted to represent other community interests in the village. Any changes to the membership of the committee during the year will be ratified by a vote of the committee, or at times, prescribed by Full Council.

Meetings

The committee will meet at least 4 times a year. An agenda for the meeting will be sent out 3 clear days in advance of the meeting. The minutes of the meeting will be recorded and once approved and signed by the Chair will form part of the Parish Council's statutory records. Both will be published on the parish council website. A representative of the Committee, who will be one of the Parish Councillors, will attend external meetings to represent the Parish Council's interests and report back and will report back from the committee to the parish council following committee meetings.

Finances

The committee's accounts will be kept as part of the parish council accounts, under a separate heading and managed by the Responsible Financial Officer. All invoices will be made out to Hemsby Parish Council. The committee will review its annual budget or any finance requests prior to the September parish council meeting each year and taking into account its half year income/expenditure and future projects recommend a budget for the next financial year to be included in the precept, to the full Council for approval. Any spending outside of the approved budget and delegated spending, will be put to the full parish council for approval.

Annual Report

The committee will produce an annual report outlining the work that has been ongoing over the previous year and plans for the future to be presented at the Annual Parish Meeting.

Delegated responsibilities

- To manage the changing rooms and pavilion including hire, maintenance and cleaning.
- To continue to consult with the community to ensure a variety of sporting and other leisure opportunities can be made available.
- To propose a management protocol for the maintenance of all the facilities, including a review of the User Agreement.

- Development of a scale of fees for use of the facilities and a bookings procedure, to be reviewed annually.
- To ensure that rent is levied from users of the facilities.
- To ensure rental agreements are in place for each user of the facility.
- To authorise expenditure for repairs and maintenance up to £500. For expenditure above this a recommendation must be made for approval by full Council.
- To carry out risk assessments and review annually.
- To make a recommendation to full Council for any ground works to be carried out.
- To apply for grant funding for projects to improve community facilities in the Parish.
 - To ensure grounds maintenance is adequate for all users.
 - To maintain all environments to a safe standard.

These terms of reference were approved at the Parish Council meeting on 25th September 2019.