

LANGHAM PARISH COUNCIL

RECREATION GROUND AND OPEN SPACES COMMITTEE TERMS OF REFERENCE

Membership

The Recreation Ground and Open Spaces Committee shall be made up of 3 members of the Parish Council and up to 2 co-opted village members.

The committee and chairman shall be appointed on an annual basis at the Parish Council AGM.

A quorum of three councillors is required for meetings to take place.

Co-opted members are permitted to vote on the management of land owned or occupied by the Parish Council. This does not include voting on the agreement of the Recreation Ground annual budget.

Procedures

The Committee shall report to the Parish Council.

The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders.

Meetings shall be open to members of the public unless previous notice is provided giving valid reasons for their exclusion.

The Committee shall normally meet monthly as long as there is business to conduct and at such times as the Committee Chairman shall require.

The Committee will submit a budget to the Finance Committee for approval by the Parish Council for the forthcoming financial year. The committee shall operate within the agreed budget but proposals for significant change to the Recreation Ground must have the approval of the Parish Council.

The Clerk to the Parish Council shall provide administrative support for the Committee within the scope of the Clerk's job description.

Purpose

The Recreation Ground & Open Spaces Committee shall have delegated powers to manage the Recreation Ground (to include the children's Play Area) and other Open Spaces owned by Parish Council in Langham.

It shall have in mind the need to provide an acceptable, safe and enjoyable Recreation Ground facility for the villagers and hirers to use.

Primarily the committee shall: -

- oversee and manage the Recreation Ground and Open Spaces such that they are to an acceptable and safe condition for public use and in compliance with all relevant codes and legislation.
- manage hires of the Recreation Ground. This might be part of a hire of the village hall so the Committee shall liaise with the Langham Community Council as appropriate.
- ensure that parties hiring the Recreation Ground do so by agreement with and in compliance with the Langham Parish Council Terms & Conditions of hire.
- ensure, so far as is practicably possible, that the Play Area is safe for use by children.
- ensure that in respect of "significant events" taking place on the Recreation Ground, the committee may engage a wider group of village stakeholders "Event Team" to organise such an event and a Parish Council member shall be appointed to provide overall support and guidance to the "Event Team".

These Terms and Conditions shall be reviewed annually by the Langham Parish Council.