

GREAT GLEN PARISH COUNCIL

RECREATION COMMITTEE

TERMS OF REFERENCE

1. Delegation

1.1 Great Glen Parish Council has agreed to adopt the Terms of Reference for the Recreation Committee at its meeting held on 7 July 2020 and has recorded the decision under Minute POL006/19

1.2 Great Glen Parish Council will renew these Terms of Reference at its Annual Parish Council meeting each year.

1.3 The Recreation Committee does NOT hold Delegated Powers from the Full Council, but on occasion it is accorded temporary Delegated Powers under LGA 1972 S.101 with specific items on behalf of the Full Council under Resolution.

2. Membership

2.1) The Committee shall consist of a minimum of four Parish Councillors who shall be appointed each year at the Annual Parish Council Meeting.

2.2) The quorum of the Recreation Committee will be THREE members.

3. Procedures

3.1) The Committee will operate within Great Glen Parish Council's Standing Orders, Financial Regulations and Local Government Law.

3.2) At the Annual Parish Council Meeting of Great Glen Parish Council the Parish Council shall elect a chairman for this Committee, for the forthcoming year from amongst its membership.

3.3) The Committee will submit all its minutes of meetings for ratification to the next appropriate meeting of Great Glen Parish Council.

3.4) The Committee will manage a budget via the Finance Committee to the Council for the forthcoming financial year at the appropriate meeting in November.

3.5) The Parish Clerk will provide administrative support for the Committee.

4. Meeting Dates

4.1 The schedule of meetings shall be agreed at the Annual Parish Council meeting.

4.2 The Committee shall meet three times a year as a minimum.

5. Committee Functions

The Committee shall:

5.1 Oversee the upkeep, maintenance and improvement of the Parish Council Cemetery, including bedding plants.

5.2 Oversee the upkeep, maintenance and improvement of the Peace Garden, including bedding plants, pergolas and seats.

5.3 Oversee the upkeep, maintenance and improvement of the Recreation Ground.

5.4 Seek to increase the role of Great Glen Parish Council in the management, maintenance and upkeep of open spaces throughout the Parish, including flower tubs and bedding plants.

5.5 Recommend any maintenance and improvements of all Parish Council land connected with the functions controlled by the Committee.

5.6 Proactively support the development of events on open spaces and identify opportunities for improvement.

5.7 Consider ways to provide, improve and upgrade recreational and open space facilities for the benefit of the Parish.

5.8 Be responsible for overseeing the Parish Council's Health and Safety Policy in all areas that the Committee manages, with particular reference to the Recreation Ground, the Children's Play Area and the Games Area .

5.9 Receive Annual RoSPA Reports and consider appropriate actions to ensure that Health and Safety issues are addressed.

5.10 Actively promote and encourage sporting and recreational ventures in the Parish and liaise with all relevant organizations as appropriate.

5.11 Consider, review and recommend play equipment purchases within the budget constraints set by the Finance Committee or through grants specifically received for play equipment.

5.12 Actively promote all the environmental aspects and benefits of recreational open spaces in the Parish, with particular attention to the Wildspace areas.

5.13 Promote and enhance the Christmas “switching on of lights” for the benefit of the Parish within budget constraints.

5.14 Review the use and range of activities on the Recreation Ground for the benefit of all.

5.15 Continue the regular Councillor’s walks reports to inform the Committee to and to report on condition, maintenance and potential replacement of play equipment, street furniture, including seating, litter bins and other street furniture deemed appropriate. To report to the clerk immediately any requiring urgent attention.

5.16 Review and report on litter issues within the Parish.

5.17 Ensure that an annual review for Allotments is conducted, including the current list and any potential opportunities for future development.