

# **PLAYING FIELDS & PROPERTY COMMITTEE**

## **TERMS OF REFERENCE**

### **ROLE**

The Playing Fields & Property Committee is a Standing Committee of the Council. It is responsible for the provision, maintenance and future development of playing fields, sporting and recreational facilities at King George V Playing Field, Longdale, Florence Carter Memorial Park and for making recommendations to Council for new and improved services and provision.

### **RESPONSIBILITIES**

1. To act in accordance with the adopted Scheme of Delegation for all Committees of Drayton Parish Council, including the authorisation of expenditure.
2. To consider the provision of Parish Council owned assets including trees.
3. To manage the maintenance and replacement of Parish Council owned assets including trees.
4. To determine and monitor service contracts for grounds maintenance and security, making recommendations to Council for appointment.
5. To determine, monitor and appoint service contracts and other works, in line with budget requirements.
6. To oversee the implementation of designated policies.
7. To oversee the implementation of remedial actions from health & safety inspections, risk assessments and risk mitigation measures for property and playing fields.
8. To review and determine hire charges and conditions of hire for playing fields and facilities.
9. To determine charges and letting conditions for the use of Council facilities and amenities.
10. To oversee the management and operation of playing fields and associated equipment.
11. To prepare and review management plans for property and playing fields as required.
12. To oversee the programme of internal and external playground inspections; and commissioning of repairs and maintenance as required.
13. Review and make recommendations for action, reports of all forms of crime and disorder.
14. To consider any other matter which may be delegated to it by the Council from time to time.
15. To consider any implication(s) linked to other committees when conducting its business, making decisions and agreeing actions.

## **MEMBERSHIP & TERM OF OFFICE**

The Committee will normally comprise a maximum of 7 members of Council. Membership and Chairman shall normally be appointed to the Committee at the Annual Meeting of the Parish Council for a term of 12 months.

In the Chairman's absence, the Committee shall nominate one member to Chair the meeting. For the duration of the meeting the acting Chair may exercise any of the powers, duties and responsibilities normally held by the Chair of the Committee. The meeting minutes shall record this arrangement.

## **QUORUM**

The quorum necessary for the transaction of business is 3 members of the Committee.

## **MEETINGS**

Ordinary Committee meetings will typically be held 4 times per year and no fewer than once every 12 months.

## **PUBLIC PARTICIPATION**

Normal public participation is permitted at meetings of the Playing Fields & Property Committee.

## **MINUTES & REPORTING**

Draft minutes are reviewed by the Chairman and published on the Parish Council website within one calendar month of the meeting. Minutes are approved at the following meeting of the Playing Fields & Property Committee and published in place of the draft minutes on the website as soon as practicable.

A Synoptic Report, summarising decisions and actions taken by the Committee including any recommendations within its remit, is received at the next meeting of the Parish Council for consideration.

Minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information.

## **COMMITTEE CLERK**

The Deputy Clerk & Facilities Manager is normally the Clerk to the Committee. The Parish Clerk & RFO will act as Clerk to the Committee in the absence of the Deputy Clerk & Facilities Manager.

## **SUB-COMMITTEE**

There are no sub-committees of the Playing Fields & Property Committee.

## **REVIEW**

To ensure its continued efficiency Committees are tasked to review their effectiveness by conducting an annual review of their Terms of Reference at its first meeting of the civic year and make recommendations for approval by Council at the annual meeting.

Terms of Reference reviewed and adopted by Council on **15<sup>th</sup> May 2025**.