

HOTON PARISH COUNCIL PLAYING FIELD COMMITTEE

TERMS OF REFERENCE

Purpose

1. The Hoton Parish Council Playing Field (HPCPF) Committee is a committee of Hoton Parish Council. The Committee will deal with all matters associated with the Playing Field and directly associated green space and will make recommendations to the Parish Council where necessary.

Scope

2. The HPCPF Committee will abide by the policies and procedures adopted by Hoton Parish Council, including Standing Orders, Financial Regulations and the Code of Conduct, at all times.
3. The HPCPF Committee will work with the relevant groups to integrate the views of interested parties, into the development of the playing field areas.
4. To consider the provision of facilities for people of all ages.
5. To monitor the playing field and its environs, and ensure that any necessary work is clearly identified, scoped and costed before consideration for approval.
6. The HPCPF Committee will endeavour to secure funding, wherever possible from the Playing Field Fund or grants, to address any identified improvements. Any grant must be approved at a meeting of the full Council.
7. The Committee has delegated authority to approve items of expenditure up to and including £499.99, so long as the total expenditure in any financial year does not exceed the amount provided in the Parish Council budget for management of the playing field in that year. All items of £500 and over are to be referred to full Council, with research, for discussion and approval.

Membership

8. The Chair of the HPCPF Committee will be a member of the Parish Council and will be elected at the first meeting of the committee after the Annual Parish Council meeting each year.
9. Membership of the HPCPF Committee will consist of no less than 3 and up to 4 members of the Parish Council with a quorum of 3 Parish Council Members required.
10. Up to 6 non-councillor committee members may be appointed.
11. Only members of Hoton Parish Council have voting rights.
12. A quorum is not dependant on public representation.

13. Members of the public may attend the HPCPF Committee and the Chair of the HPCPF Committee may invite them to address the Committee (as per Standing Orders approved by the council).
14. The HPCPF Committee may appoint representatives to liaise with any organisation that may assist the HPCPF Committee and its purpose.
15. The HPCPF Committee will meet as commensurate with the volume of business but at a minimum quarterly.

Health & Safety

16. To monitor all aspects of safety within the identified areas under the Committee's auspices and agree action immediately.
17. Under Financial Regulations, the Clerk can approve urgent works if deemed necessary for Health & Safety reasons but will advise the Committee and Parish Council of any actions taken and the costs involved at the earliest convenience.
18. The council will appoint a Play Park and Playing Field Inspector annually, from the Parish Council, to monitor the equipment and area and feedback any issues to the Committee and Parish Council. The Inspector may delegate the responsibility of carrying out the weekly inspections to other members of the HPCPF Committee but must carry out the quarterly inspections themselves.
19. The HPCPF Committee must report H&S concerns to the Parish Council Clerk within 2 working days of identification.
20. An annual inspection of all play equipment will be carried out by a person on the Register of Play Inspectors International (RPII) and actions arising within reports will be considered by the committee and action instructed accordingly.

These Terms of Reference were adopted by Hoton Parish Council at its meeting held on 4 May 2021.