

**HOTON PARISH COUNCIL PLAYING FIELD COMMITTEE**  
**TERMS OF REFERENCE**

**Purpose**

1. The Playing Field (PF) 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 PF 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 PF 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 PF Committee will endeavour to secure funding, wherever possible from the Playing Field Fund or grants, to address any identified improvements.
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 PF 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 PF 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. Only members of the Parish Council have voting rights.

11. A quorum is not dependant on public representation.
12. Members of the public may attend the PF Committee and the Chair of the PF Committee may invite them to address the Committee (as per Standing Orders approved by the council).
13. The PF Committee may appoint representatives to liaise with any organisation that may assist the PF Committee and its purpose.
14. The PF Committee will meet as commensurate with the volume of business but at a minimum quarterly.

### **Health & Safety**

15. To monitor all aspects of safety within the identified areas under the Committee's auspices and agree action immediately.
16. 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.
17. 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 PF Committee but must carry out the quarterly inspections themselves.
18. The PF Committee must report H&S concerns to the Parish Council Clerk within 2 working days of identification.
19. 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 \*\*\*\*\*

**Hoton Parish Council**  
**2020-21 SUMMARY RECEIPTS AND PAYMENTS ACCOUNT**  
 Quarter 4 - 1 January - 31 March 2021

RECEIPTS	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year to date
Precept	£11,550.00	£5,775.00	£5,775.00	£0.00	£0.00	£11,550.00
Burial Ground	£0.00	£0.00	£0.00	£200.00	£124.98	£324.98
Bank Interest	£0.00	£6.97	£0.45	£0.50	£0.41	£8.33
VAT refund	£500.00	£0.00	£0.00	£0.00	£502.99	£502.99
Other (including grants)	£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>TOTAL</b>	<b>£13,050.00</b>	<b>£5,781.97</b>	<b>£5,775.45</b>	<b>£200.50</b>	<b>£628.38</b>	<b>£12,386.30</b>

PAYMENTS	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year to date
Clerk's Salary	£5,500.00	£1,209.04	£1,995.29	£1,586.71	£1,810.00	£6,601.04
Clerk's Expenses	£180.00	£45.00	£45.00	£45.00	£45.00	£180.00
General Administration*	£1,400.00	£116.71	£138.23	£187.74	£513.01	£955.69
Insurance	£425.00	£423.65	£0.00	£0.00	£0.00	£423.65
Internal Audit	£60.00	£0.00	£60.00	£0.00	£0.00	£60.00
Memberships	£300.00	£202.63	£96.00	£0.00	£0.00	£298.63
Training	£200.00	£0.00	£0.00	£0.00	£200.00	£200.00
Election costs **	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00
Playing Field & Burial Ground Grounds Maintenance	£2,520.00	£420.00	£840.00	£630.00	£630.00	£2,520.00
Burial Ground	£1,150.00	£396.00	£180.00	£516.00	£0.00	£1,092.00
Verge Cutting	£925.00	£0.00	£132.00	£132.00	£0.00	£264.00
Playing Field Maintenance	£1,000.00	£9.99	£367.00	£165.72	£0.00	£542.71
Defibrillator Maintenance	£100.00	£0.00	£0.00	£0.00	£122.76	£122.76
Maintenance of other Assets	£500.00	£0.00	£0.00	£0.00	£38.50	£38.50
Christmas Tree	£160.00	£0.00	£0.00	£144.00	£0.00	£144.00
Village Hall	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Grants and donations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Village Improvement Projects	£1,000.00	£0.00	£0.00	£348.00	£0.00	£348.00
Speed Reduction	£5,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
Neighbourhood Plan	£635.00	£635.94	£0.00	£0.00	£0.00	£635.94
Items from previous year budget	£0.00	£660.10	£420.00	£0.00	£44.40	£1,124.50
Contingency	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>TOTAL</b>	<b>£21,155.00</b>	<b>£4,119.06</b>	<b>£4,273.52</b>	<b>£3,755.17</b>	<b>£3,403.67</b>	<b>£15,551.42</b>

Surplus/deficit for quarter	£1,662.91	£1,501.93	£-3,554.67	£-2,775.29	£-3,165.12
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BANK RECONCILIATION	At 30/06/20	At 30/09/20	At 31/12/20	At 31/03/21
Cash in hand brought forward	£17,631.59	£19,294.50	£20,796.43	£17,241.76
Add receipts during year	£5,781.97	£5,775.45	£200.50	£628.38
<b>Sub-total</b>	<b>£23,413.56</b>	<b>£25,069.95</b>	<b>£20,996.93</b>	<b>£17,870.14</b>
Less payments during year	£4,119.06	£4,273.52	£3,755.17	£3,403.67
<b>Cash in hand carried forward</b>	<b>£19,294.50</b>	<b>£20,796.43</b>	<b>£17,241.76</b>	<b>£14,466.47</b>
Represented by:				
Current account	£60.00	£60.00	£60.00	£60.00
Reserve account	£19,274.50	£20,836.43	£18,078.76	£15,332.47
<b>TOTAL</b>	<b>£19,334.50</b>	<b>£20,896.43</b>	<b>£18,138.76</b>	<b>£15,392.47</b>
Less unrepresented cheques	£40.00	£100.00	£897.00	£926.00
<b>Adjusted bank balance</b>	<b>£19,294.50</b>	<b>£20,796.43</b>	<b>£17,241.76</b>	<b>£14,466.47</b>

I certify that these accounts present fairly the Council's financial position at 31 March 2021:

Signed (Chairman of Council)

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Date

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## Hoton Parish Council

### 2020-21 SUMMARY RECEIPTS AND PAYMENTS ACCOUNT

Quarter 4 - 1 January - 31 March 2021

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Surplus/deficit for quarter	£1,662.91	£1,501.93	£-3,554.67	£-2,775.29	£-3,165.12
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#### BANK RECONCILIATION

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I certify that these accounts present fairly the Council's financial position at 30 September 2021

Signed (Chairman of Council) \_\_\_\_\_

Date \_\_\_\_\_

Hoton Parish Council

ASSET REGISTER

Ref No.	Description	Location	Condition	Date Acquired	Value	Custodian
001	Bus Shelter	Loughborough Road	Reasonable		£1,695.25	N/A
002	Bus Shelter	Prestwold Lane	Reasonable		£1,695.25	N/A
003	Bus Shelter	Rempstone Road	Good	14/10/2004	£5,780.10	N/A
004	Wooden Bench	Wymeswold Lane	Good		£671.87	N/A
005	Grit Bin	Hollytree Close	Good		£203.84	N/A
006	Notice Board	On the Old Forge	Poor		£411.06	N/A
007	Notice Board	Village Hall	Reasonable	12/02/1999	£1,411.06	N/A
008	Millennium Clock	Village Hall	Good	19/01/2000	£1,141.00	VHMC
009	Notice Board	Playing Field	Reasonable	07/07/2008	£1,025.00	N/A
010	Goal Posts	Playing Field	Reasonable		£357.94	N/A
011	Trim Trail	Playing Field	Reasonable	30/01/2008	£3,119.00	N/A
012	Toddler Multi-unit	Playing Field	Reasonable		£200.00	N/A
013	Swings, 2 flat one cradle	Playing Field	Good	20/08/2008	£3,224.20	N/A
014	Sputnick roundabout	Playing Field	Good	20/08/2008	£3,017.40	N/A
015	Low pedestal slide	Playing Field	Good	20/08/2008	£3,020.93	N/A
016	3 way bounce cockerel	Playing Field	Good	20/08/2008	£1,123.30	N/A
017	Jess cat spring rocker	Playing Field	Good	20/08/2008	£921.20	N/A
018	Magic toadstool (3)	Playing Field	Good	20/08/2008	£890.90	N/A
019	Pair of talking flowers	Playing Field	Good	20/08/2008	£753.18	N/A
020	Metal picnic benches (2)	Playing Field	Good		£50.00	
021	Safety grass matting (112)	Playing Field	Good	20/08/2008	£7,238.00	N/A
022	Tennis Court Perimeter fence	Playing Field	Good	30/09/2008	£6,184.52	N/A
023	Tennis Court Surface	Playing Field	Good	30/09/2008	£14,134.08	N/A
024	Tennis Court Net	Playing Field	Good	20/08/2008	£1,455.36	N/A
025	Basketball goal	Playing Field	Good	20/08/2008	£977.60	N/A
026	Cricket wicket panel	Playing Field	Good	20/08/2008	£122.20	N/A
027	Traversing Wall	Playing Field	Good		£1,400.00	N/A
028	Fencing	Playing Field	Reasonable		£515.00	N/A
029	Bow top railings and gates to children's play area	Playing Field	Good	30/09/2008	£6,074.75	N/A
030	Three raised beds of brick construction	Playing Field	Good	28/07/2008	£3,055.00	N/A
031	Picnic Benches	Playing Field	Good	13/10/2010	£1,887.00	N/A
032	Bins (3)	Playing Field	Poor		£45.00	N/A
033	Self-Locking-Latitude-D630	Clerk's address	Poor		£500.00	Clerk
034	Projector PT-LB75EA	Clerk's address	As New		£598.00	Clerk
035	Notice Board	On the Old Forge	Poor	07/07/2010	£766.40	N/A
036	Red Telephone Kiosk (K6)	Wymeswold Lane	Good	13/10/2010	£1,000.00	N/A
037	Safety barrier netting/posts	Clr Seymour's address	Good	04/04/2013	£40.80	Clerk has key
038	Border fork	Village Hall	As New	19/11/2013	£13.95	Clerk has key
039	Border spade	Village Hall	As New	19/11/2013	£13.95	Clerk has key
040	Lawn rake	Village Hall	As New	19/11/2013	£12.95	Clerk has key
041	Adjustable lawn rake (2)	Village Hall	As New	22/11/2013	£13.96	Clerk has key
042	Loppers	Village Hall	As New	21/11/2013	£34.99	Clerk has key
043	Secateurs bypass	Village Hall	As New	19/11/2013	£15.49	Clerk has key
044	Secateurs anvil ratchet	Village Hall	As New	19/11/2013	£15.00	Clerk has key
045	Garden trowel	Village Hall	As New	21/11/2013	£6.99	Clerk has key
046	Weeding fork	Village Hall	As New	21/11/2013	£5.99	Clerk has key
047	Soil rake	Village Hall	As New	19/11/2013	£12.95	Clerk has key
048	Tarmac rake	Village Hall	As New	22/11/2013	£18.98	Clerk has key
049	Rigger gloves (10 pairs)	Village Hall	As New	21/11/2013	£9.90	Clerk has key
050	Pruning saw	Village Hall	As New	19/11/2013	£18.95	Clerk has key
051	Telescopic tree pruners	Village Hall	As New	21/11/2013	£14.99	Clerk has key
052	Safety goggles (5 pairs)	Village Hall	As New	21/11/2013	£5.95	Clerk has key
053	Planting spade	Village Hall	As New	19/11/2013	£21.99	Clerk has key
054	Digging spade	Village Hall	As New	22/11/2013	£19.98	Clerk has key
055	Wheelbarrow	Village Hall	As New	21/11/2013	£34.99	Clerk has key
056	Carry way bag	Village Hall	As New	22/11/2013	£7.98	Clerk has key
057	Leaf collectors (2)	Village Hall	As New	21/11/2013	£7.99	Clerk has key
058	Padlock	Village Hall	As New	04/12/2013	£13.83	Clerk has key
059	Cricket net	Playing Field	Good	12/05/2014	£500.00	N/A
060	Football nets (2)	Playing Field	Worn	07/03/2016	£103.54	N/A
061	Football nets (2)	Playing Field	Reasonable	07/03/2016	£60.89	N/A
062	Laptop computer - Acer Aspire E51-512 (with MS Office)	Clerk's address	Good	07/03/2016	£322.97	Clerk
063	Brother DS620 Mobile document scanner	Clerk's address	Good	07/03/2016	£79.99	Clerk
064	Traversing Wall tool	Clr Seymour's address	As New	13/09/2016	£69.80	Mr D Seymour
065	Defibrillator Cabinet	Village Hall	Very good	09/02/2018	£402.00	Mr M Gane
066	Defibrillator Unit	Village Hall	Very good	05/03/2018	£780.00	Mr M Gane
067	Picnic bench in wildlife area	Playing Field	Reasonable			N/A

Hoton Parish Council

068	Bench for LR bus stop	awaiting installation	New	01/12/2020	£348.00	Clr Doherty
	Installation of play equipment					
	Metal gate in wildlife area					
				<b>TOTAL</b>	<b>£78,461.33</b>	

Update 04/05/2021