

# **BRANSTON & MERE PARISH COUNCIL**

## **RECREATION GROUND COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. Status of the Committee**

1.1 The Recreation Ground Committee is established as a committee of Branston & Mere Parish Council under section 101 of the Local Government Act 1972.

1.2 The Committee is advisory and executive only to the extent delegated by Full Council. All powers not expressly delegated remain with the Full Council.

1.3 The Committee is not a separate legal body and may not act independently of the Council.

#### **2. Purpose of the Committee**

2.1 The purpose of the Recreation Ground Committee is to oversee, manage, maintain, and develop the Parish Council's recreation ground(s) and associated facilities for the benefit of residents and users.

2.2 The Committee shall ensure that recreation ground assets are:

Safe, accessible, and well maintained

Managed in accordance with statutory requirements

Financially sustainable

Used in a way that supports community wellbeing

#### **3. Scope of Responsibility**

The Committee's responsibilities shall include, but are not limited to:

##### **3.1 Facilities and Assets**

Playing fields, open spaces, and landscaped areas

Play equipment and recreational installations

Public seating, fencing, gates, signage, and paths

Ancillary buildings or structures associated with the recreation ground

##### **3.2 Maintenance and Safety**

Monitoring routine and reactive maintenance

Reviewing inspection reports for play equipment and grounds

Recommending remedial works and safety improvements

Ensuring appropriate risk assessments are in place

### 3.3 Policy and Development

Recommending policies relating to use of the recreation ground

Considering improvements, upgrades, or new facilities

Supporting long-term asset management planning

### 3.4 Use of the Recreation Ground

Considering requests for events, activities, or organised use

Recommending hire conditions, licences, or user agreements

Monitoring usage to avoid conflict or damage

## 4. Delegated Authority

4.1 The Committee may spend up to £XX per item from the approved budget for routine maintenance and minor works.

4.2 The Committee may make recommendations to Full Council on:

Capital projects

Major repairs or replacements

Grant applications

Changes to policy, fees, or usage arrangements

4.3 The Committee has no authority to:

Set the precept

Borrow money

Acquire or dispose of land

Enter into long-term contractual arrangements unless specifically authorised by Full Council.

## 5. Membership

5.1 The Committee shall consist of a minimum of three Parish Councillors, appointed annually at the Annual Meeting of the Council.

5.2 The Chair and Vice-Chair of the Committee shall be elected by the Committee at its first meeting following appointment.

5.3 The Parish Clerk shall attend meetings in an advisory capacity.

5.4 The Committee may invite non-voting advisors or representatives (for example, community groups or technical specialists) where appropriate.

## **6. Quorum**

6.1 A quorum shall be no fewer than two councillors, or one third of the total membership, whichever is greater.

6.2 No business may be transacted unless a quorum is present.

## **7. Meetings**

7.1 The Committee shall meet as required, but not fewer than [insert frequency, e.g. quarterly].

7.2 Meetings shall be conducted in accordance with:

The Council's Standing Orders

The Local Government Act 1972

7.3 Notice of meetings and agendas shall be issued by the Clerk and published in accordance with statutory requirements.

## **8. Decision-Making and Reporting**

8.1 Decisions within delegated authority shall be recorded as formal resolutions.

8.2 The Committee shall report to Full Council through:

Written minutes

Verbal updates from the Committee Chair where appropriate

8.3 Recommendations requiring Council approval shall be clearly minuted.

## **9. Finance and Budget Control**

9.1 The Committee shall operate within the budget allocated by Full Council.

9.2 All expenditure must comply with:

## The Council's Financial Regulations

Proper procurement practices

9.3 The Committee shall review expenditure against budget and highlight variances to Full Council.

## 10. Risk Management and Compliance

10.1 The Committee shall support the Council in:

Identifying and managing risks relating to recreation ground assets

Ensuring compliance with health and safety legislation

Supporting insurance requirements and inspections

10.2 Any serious incidents or risks shall be reported immediately to the Clerk and Chair of the Council.

## 11. Public Participation

11.1 Committee meetings shall be open to the public unless confidential business requires exclusion.

11.2 Public participation shall be conducted in accordance with the Council's adopted procedures.

## 12. Review of Terms of Reference

12.1 These Terms of Reference shall be reviewed annually or earlier if required by changes in legislation or Council structure.

12.2 Any amendments must be approved by Full Council.

### DOCUMENT HISTORY

Responsible Committee	Full Committee
Approval by	Full Committee
Date of approval/adoption	5 <sup>th</sup> January 2026
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