

10 May 2021

ASTON TIRROLD & ASTON UPTHORPE PARISH COUNCIL

Terms of Reference - Astons Recreation Committee

1. Introduction

- 1.1 These Terms of Reference replace any previous Terms of Reference including those dated February 2009.
- 1.2 The Committee will be known as the Astons Recreation Committee ("ARC").
- 1.3 ARC is a sub-committee of Aston Tirrold and Aston Upton Parish Council (the "PC") under s. 102 of the Local Government Act 1972.
- 1.4 ARC has been established to manage the Astons' recreation ground and the assets on it including the pavilion, children's play area and other buildings and equipment (the "Recreation Ground").

2. Parish Councils' responsibilities

- 2.1 All Recreation Ground assets belong to the PC. The PC has delegated responsibility for the day to day management and upkeep of the Recreation Ground to ARC.
- 2.2 The PC has financial responsibility for ARC and the Recreation Ground. If ARC has a cash shortfall or ARC is dissolved, the PC will take over the running of the Recreation Ground until such time as a new committee is formed.
- 2.3 The PC is responsible for the costs of both insuring the Recreation Ground and carrying out safety checks therein.

3. ARC's responsibilities

- 3.1 ARC will manage and maintain the Recreation Ground on behalf of the PC.
- 3.2 ARC will raise funds to:
 - 3.2.1 maintain the Recreation Ground; and
 - 3.2.2 develop the Recreation Ground.
- 3.3 ARC will identify projects to improve or expand the Recreation Ground's facilities. ARC will propose any projects over £500 to the PC for its agreement prior to ARC entering into any commitment.
- 3.4 ARC will ensure that all necessary health and safety standards are met and fire prevention and protection equipment are in place at all times.
- 3.5 ARC will advise the PC on the terms and conditions upon which the Pavilion and Recreation Ground may be used by third-parties and the sum, if any, to be paid for such use. ARC will be responsible for administering all bookings.

4. Health and safety

- 4.1 ARC will maintain an annual calendar of health and safety checks that must be carried out (the "H&S Calendar"). This will be provided to the PC prior to the PC AGM each along with supporting documentation to confirm that the checks have been carried out.

4.2 ARC will complete the checks listed in the H&S Calendar and report back to the PC no later than 2 days after becoming aware of any material issue.

5. Membership

5.1 ARC must have at least five members of which at least two will be Parish Councillors appointed by the PC at its meeting in May of each year.

5.2 All members of ARC must act in accordance with all Policies of the PC as published on the village website. These include the Model Code of Conduct - Parish Councils .

5.3 At its AGM each year, ARC will elect a Chairman, Vice Chairman, Treasurer and Secretary.

5.4 Each member of ARC must sign a copy of the Terms of Reference and return it to the Parish Clerk.

6. Meetings

6.1 ARC will meet at least 8 times each year. The schedule of meetings must be sent to the Parish Clerk and posted on the village website.

6.2 If the Chairman is absent from any meeting, the Vice-Chairman shall preside. Otherwise the members present shall choose one of their number to preside at that meeting.

6.3 The Chairman of ARC or the PC may summon an additional meeting of ARC at any time.

6.4 Matters shall be determined by a simple majority of members present, but in the case of an equality of votes, the Chairman shall have a second or casting vote. Voting shall be by a show of hands, or, if at least two members so request, by signed ballot.

6.5 The number of members who shall form a quorum at meetings shall be not less than 3 or 50% of the membership, whichever is the greater, and shall include at least one Parish Councillor.

7. Meeting Minutes

7.1 ARC shall provide minutes of its meetings to the Parish Clerk within 10 days of each meeting to allow for circulation ahead of the PC meeting and for uploading to the village website.

7.2 The Minutes will include:

- The current bank balance;
- All payments approved;
- Confirmation that the Health & Safety requirements have been satisfied for that month as laid out in the H&S Calendar; ● Details of upcoming events.

8. Finances

8.1 ARC will produce an Annual Report and its annual accounts for the PC AGM each year. This will include an update on projects and an expected year end cash position.

8.2 ARC will require authorisation from the PC for any spending in excess of €500.00 (five hundred pounds).

8.3 Cheques from the ARC bank account must be signed by two authorised members of ARC. The authorised members should include the members who are Parish Councillors plus at least two further nominated members.

8.4 The PC's annual financial contribution to ARC will cover insurance and health and safety related costs. These include:

- insurance of the Recreation Ground;
- RoSPA Children's Play Area safety check;
- fire extinguisher check;
- electrical appliance check; and ●annual boiler service.

The insurance will be paid directly to the insurers by the PC. ARC will provide a summary with receipts for the remaining costs to the PC by end of February for payment retrospectively by the PC at its March meeting.

- 8.5 ARC may maintain a contingency fund at a reasonable level to cover its costs or an unexpected drop in income. This fund should be maintained at a maximum level of 3-times the most recent annual running costs. This is to be reviewed annually by ARC and if ARC believes that the multiple is insufficient to maintain the contingency fund at a realistic level, it will discuss the matter with the PC.
- 8.6 In the event that ARC is unable to raise sufficient funds to cover the necessary maintenance costs and the contingency fund at ARC is at zero the PC will cover the outstanding amount.
- 8.7 If ARC's income over a year exceeds its expenses and any amount required to top up the contingency fund, then the surplus will be paid into a development fund, which ARC will use to finance future projects.
- 8.8 In the event that the PC has concerns about ARC's finances or the management of ARC, it will give ARC notice in writing of its concerns, giving it 28 days to justify or rectify matters. If after 28 days the PC still believes matters have not been addressed, the PC will call a meeting within 14 days with ARC either to resolve the dispute or for the PC to dissolve ARC.

9. Events

- 9.1 ARC will hold events to raise funds to maintain and develop the Recreation Ground.
- 9.2 For each event that requires upfront spending of more than E500, ARC must:
- Provide the PC with an estimate of the upfront costs and seek the PC's permission for the event before making any commitment.
 - Ahead of the event, confirm that all legal, insurance and health and safety requirements are in place.
 - Make the PC aware of any risks that ARC anticipates for the event and the proposed mitigation strategies for these.