



Playing Field Management Committee - Terms of Reference

Adopted 20th February 2023

1. Purpose

The Playing Field Management Committee (PFMC) is a Committee of the Parish Council with a purpose of providing an opportunity for members of the community to be involved in effectively managing and maintaining the Queen Camel Playing Field and to promote and support the health and wellbeing of parishioners and other users.

2. Definition of the Playing Field

The Playing Field is defined as the land adjacent and to Green Lane owned by Queen Camel Parish Council (including the area of land in the north part of the field presently owned by Somerset County Council) along with the buildings and equipment thereon.

3. Governance

3.1 Membership

3.1.1 The PFMC will consist of a minimum of 5 and a maximum of 12 members, at least two of whom will be Parish councilors (one of whom will be designated as responsible for finances) as approved by the Parish Council its Annual Meeting each year.

3.1.2 Non-council members of the PFMC will comprise of persons nominated from active village sports clubs and parishioners as follows:

- Queen Camel Football, Cricket and Tennis clubs, provided they are active at the time of the Parish Council's Annual meeting, can nominate up to two representatives each to the PFMC. These nominees can be replaced at each club's discretion or when a vacancy occurs, subject to the Parish Councils approval. Newly formed clubs, representing Queen Camel, who are to use the Playing Field facilities, may nominate up to two representatives to join the Committee, subject to the approval of the PFMC and the Parish Council.
- Community member may be selected by the Parish Council, from applicants, normally resident in the parish, who volunteer following publicity when there is a vacancy. They may serve on the PFMC for a period of three years, when they must stand down, but may be re-elected in open competition with other applicants.

3.1.3 The Chair is to be elected annually, at the first meeting following the council's annual meeting, from the panel members, subject to the approval of the Parish Council. The existing Chair may be selected again but must stand down for at least a year after 3 years in post. Should the chair be absent from a meeting, the first item on the Agenda will be to elect a chair.

3.1.4 Members of the PFMC will be guided by the Parish Council Code of Conduct.

3.1.5 Members are expected to act in good faith in the interests of the whole community and always in the interests of the Playing Field.

3.1.6 No Member can receive any benefit in money or in kind from the PFMC.

3.2 Meetings

3.2.1 Meetings will normally be quarterly in January, April, July and October, but the timing may be varied, or additional meetings be called, at the discretion of the Chair.

3.2.2 The Committee's quorum for a meeting shall be three members with at least one being a parish councillor.

3.2.3 In the event of the PFMC Chair being absent, the first business of the meeting shall be to elect a member to chair the meeting.

3.2.4 PFMC members must consider whether they need to declare an interest in any item on the agenda.

3.2.5 Meetings will be run in accordance with the Parish Council's Standing Orders. There will be an opportunity for the public to speak at the start of meetings. Minutes shall be taken by a nominated person.

3.2.6 The committee may set up a working party/sub-group with at least one PFMC member on it. A working party reports to the PFMC but does not commit it to any particular course of action or recommendation. A working party/sub-group does not have to meet in public.

3.3 Decisions at meetings

3.3.1 Resolutions require a majority vote in favour. If the PFMC is less than unanimous, the record will show the numerical voting split, but will not record how individual members voted. The chairperson will have the casting vote.

3.3.2 Operational business relating to the playing field will be recorded and managed through a log of actions to show progress and completion.

3.3.3 Where the Chair of the PFMC considers that a decision of the committee has a reputational impact, significant cost or long-term implications to the Parish Council, the decision should be deferred to the Parish Council for consideration at its next meeting.

3.4 Reporting, review and correspondence

3.4.1 The PFMC will report its proceedings, progress and decisions to the next Council meeting by providing its minutes, background papers or reports, as appropriate. A written and/or verbal report may also be made through one of the PFMC member councillors to this next full council meeting and interim progress reports to council between PFMC meetings.

3.4.2 The PFMC will publish information through a page on the Parish Council website and through the Parish Council group page on Facebook.

3.4.3 The PFMC will provide an annual report, including a financial overview, prior to the Parish Council's Annual meeting, at which its operations will be reviewed.

3.4.4 The PFMC will review its own Terms of Reference, Policies and Risk Assessments at least once a year or when required. Reviews and any recommended changes will be reported to the Parish Council for approval.

3.4.5 Day to day correspondence will take place through the Chair. Communication with external organisations will be made through the Chair or the Clerk. Relevant correspondence to be subject of the monthly report to the Parish Council.

3.5 Financial management

3.5.1 Members must be provided with details of the income and expenditure with a comparison to budget at each meeting.

3.5.2 In order to discharge the day-to-day running of the PFMC the designated councillor responsible for finance may authorise expenditure up to £500 per calendar month, so long as the expenditure does not exceed the annual budget for such an item. Such expenditure will form part of the PFMC's next report to the Parish Council.

3.5.3 Items outside of the above arrangement will be dealt with as set out in the Financial Regulations

3.6 Other relevant documents

These Terms of Reference are subject to the Parish Council's Standing Orders and Financial Regulations.

4. Responsibilities:

4.1 To be responsible for all aspects of the day-to-day running of the Playing Field, Pavilion and Play Area and any additional facilities provided through the Parish Council.

4.2 To ensure the Playing Field, pavilion and play area are maintained to an acceptable level of cleanliness and repair so that the various facilities can be used by the public and clubs in safety and comfort.

4.3 To consider any concerns raised by members of the public and report these to the Parish Council as appropriate.

4.4 To maintain an overview of income and expenditure and to manage spending on day-to-day management of the Playing Field.

4.5 To work with all clubs and groups that use the Playing Field, appreciating their needs and requirements in order to maintain a close relationship and cooperation between them and the PFMC to maximise the benefit of the facilities of the Playing Field.

4.6 To encourage and manage volunteers willing to assist in maintenance and management of the Playing Field, ensuring they are supported, and trained when necessary, in performing their role and are aware of the Parish Council Risk Assessments pertinent to that role.

4.7 To maintain a booking system for Playing Field facilities and to set the annual sports club hire charges, singular hire costs and terms and conditions of hire, in consultation with the Parish Council.

4.8 To ensure annual and periodic inspections take place pertinent to the safety requirements of the facilities and equipment.

4.9 To provide the required information to the Clerk for the annual renewal of Insurance policies required for the Playing Field, buildings and equipment and comply with any applied conditions as necessary.

4.10 Where possible to manage and maintain the site in an environmentally sustainable way, seeking to improve biodiversity.

4.11 To promote and maximise the use of the Playing Field facilities to encourage public participation thereon and, where possible, generate revenue to support the cost to the parish in providing these facilities.

4.12 To support independent groups who seek to assist in the long-term development and improvement of the Playing Field.

4.13 To identify and make recommendations for improvements to facilities or equipment so that annual budgets and longer-term plans can be established.