



## QUEEN CAMEL PARISH COUNCIL

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# Playing Field Management Committee (Working Group) - Terms of Reference

Adopted at the Council Meeting of the Parish Council on ????????

## 1. Purpose

The Playing Field Management Committee (PFMC) is a Working Group 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 (?) members, a minimum of one, preferably 2, of whom will be Parish councillors (one of whom will be designated as responsible for finances) as approved by the Parish Council at its Annual Meeting each year.

3.1.2. Non-council members of the PFMC will be made up of community members and representatives of community clubs who use the Playing field facilities. Sports Clubs representing the community and who use the facilities will be invited to provide at least one person as part of the PFMC membership.

3.1.3 The Chair will be nominated by the members of the PFMC annually, usually at its first meeting after the Parish Council's Annual Meeting.

3.1.4 The PFMC will maintain a list of members and Playing Field volunteers and fill vacancies as they arise. Vacancies/additional membership may be filled by Queen Camel parishioners, or field users, through self-referral to the PFMC. Members will vote to accept new members and inform the clerk of the names of those appointed.

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.

### 3.2 Meetings

3.2.1 A minimum of two/four meetings will be held each year, usually in April and October. Additional meetings being called at the discretion of the Chair.

3.2.2 As a working group of the Parish Council meetings are not required to be held in public, however as it is responsible for the village's asset, meetings ~~should~~ will usually be held in public ~~whenever possible, and if not held in public, it the reasons for not doing so should be recorded.~~

3.2.3 3.2.3 The Working Group's quorum for a meeting shall be three members ~~with at least one being a parish councillor. (PC/PFMC to resolve what happens should PC reps not be available).~~

3.2.4 In the event of the PFMC's Chair being absent, the first business of the meeting shall be to elect a member to chair the meeting. (The current rolling chair situation needs to be clarified)

3.2.5 Although minutes are not required as a Working Group, a member of the PFMC will make a record of ongoing and new actions and decisions made. A copy of this record is to be provided to the Clerk for circulation to Councillors.

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

### 3.3 Reporting and action.

~~3.3.1 The Playing field will have a standing item on the Parish Council Agenda.~~

~~3.3.2 A short verbal report shall be provided at each Council meeting, including details of expenditure. Draft minutes from the PFMC shall be accepted as a report for the next council meeting.~~

~~3.3.3 The PFMC will publish information through a page on the Parish Council website and through the Parish Council group page on Facebook.~~

~~3.3.4 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.~~

~~3.3.5 The PFMC will provide an update on Playing field matters to the Annual Village Meeting.~~

~~3.3.6 Day to day Playing field correspondence will take place through the Chair, or a nominated member of the PFMC. Communication with external organisations will be made through the Chair or the Clerk. Relevant correspondence to be subject to reporting to the Parish Council.~~

3.3.1 The PFMC will provide an annual report, including a financial overview, prior to the Parish Council's Annual meeting.

3.3.2 The PFMC will provide an update on Playing Field matters to the community at the Annual Village meeting.

3.3.3 The chair of the PFMC can raise matters for the attention and/or consideration of the Parish Council by asking the clerk to raise an item on the agenda of the next Council meeting. A member of the PFMC should be present at that meeting to present the item.

3.3.4 Day to day Playing field correspondence will take place through the Chair, or a nominated member of the PFMC. Communication with external organisations will be made through the Chair or the Clerk. Relevant correspondence to be subject to reporting to the Parish Council.

3.3.5 The Parish Council communication channels are available for the PFMC to assist with messaging related to the Playing Field.

### 3.4 Financial management

3.4.1 In order to discharge the day-to-day running of the PFMC the designated PC councillor responsible for finance may authorise expenditure up to £500 per calendar month (consider this delegation for the Chair of the PFMC but the PC Bank Card must be held by a member of the PC), 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.

3.4.2 The designated PC councillor responsible for finance, ~~in consultation with the PFMC Chair, other PC members and the Clerk,~~ may move amounts between allocated budget codes, so long as the overall spend does not exceed the annual budget.

3.4.3 Items outside of the above arrangement, will be dealt with as set out in the Financial Regulations ([link to website](#)) ~~(not sure this can be altered)~~

3.4.4 The PFMC will review anticipated costs each year and shall submit an itemised request for budget to the Clerk each October to cover anticipated costs for the following financial year.

### 3.5 Other relevant documents

These Terms of Reference are subject to the Parish Council's Standing Orders and Financial Regulations. The Parish council's Volunteer's Policy ~~(not yet written)~~ and ~~volunteer~~ **Playing Field** Risk Assessment can be found on the Parish Council website. ([link to web page](#)).

## 4. Privacy

4.1 The names of the PFMC members will be published in the minutes of the Annual Parish Council meeting.

4.2 Contact details of the PFMC members shall be supplied to the Clerk by the Chair of the PFMC. By joining the PFMC members consent to their address, email address and telephone number being stored electronically and made available to other members of the PFMC and the Clerk **(GDPR)**

## 5. Responsibilities:

5.1 The PFMC will 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.

5.2 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.

5.3 To consider any concerns raised by members of the public and remedy **where appropriate.** ~~or report these to the Parish Council as appropriate.~~

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

5.5 To annually ~~discuss~~ **review** hire fees for the facilities of the playing field **for annual sports club hire or singular hire costs.** ~~and to recommend any proposed changes to the PC for their consultation and agreement.~~ To put agreements in place ensuring the security and protection of **participants, other** users of the field and the position of the ~~Parish Council.~~ **PFMC**

5.5 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.

5.6 To encourage volunteers willing to assist in maintenance and management of the Playing Field, ensuring they are supported, and receive training, when necessary, in performing their role and are aware of the ~~Parish Council~~ Risk Assessments pertinent to that role. ([link to web page](#))

5.7 To maintain a booking system for Playing Field facilities ~~and to (PC to set and review) the annual sports club hire charges, singular hire costs and terms and conditions of hire.~~

5.8 To co-ordinate activities on the playing field that benefit the recreational and mental wellbeing of the Queen Camel community.

5.9 To ensure annual and periodic inspections take place pertinent to the safety requirements of the facilities and equipment. **Reviewing the Risk Assessment annually.**

5.10 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.~~

5.11 ~~In liaison with the PC where possible to~~ **To** manage and maintain the site in an environmentally sustainable way, seeking to improve biodiversity.

5.12 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~~ **community** in providing these facilities.

5.13 To identify and make recommendations to the Parish Council for improvements to **services**, facilities or equipment so that annual budgets and longer-term plans can be established.

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