

Playing Field Working Group (PFWG) - Terms of Reference

Adopted at the Council Meeting of the Parish Council on 15 July 2024

1. Purpose

The PFWG of the Parish Council (PC) provides an opportunity for members of the community to be involved in effectively managing and maintaining the village Playing Field (PF) and to promote and support the health and wellbeing of parishioners and other users.

2. Definition of the Playing Field

The PF is defined as the land adjacent to Green Lane owned by the PC (including the area of land in the north part of the field presently owned by Somerset Council, but under licence to the PC) along with the buildings and equipment thereon.

3. Governance

3.1 Membership

3.1.1 There will be a maximum of twelve members. The PC will appoint at least two parish councillors to act as a liaison between the PFWG and the PC.

3.1.2 The chairperson and minute taker will be nominated by the PFWG annually.

3.1.3 The PFWG will maintain a list of members and volunteers and fill vacancies as they arise.

3.1.4 Vacancies may be filled by Queen Camel parishioners and up to two representatives from each village sports club that is active on, or adjacent to, the PF. They can be replaced at each club's discretion or when vacancies arise. Current members will vote to accept new members and will inform the clerk of the names of those appointed.

3.2 Meetings

3.2.1 A minimum of two meetings to be held each year. Additional meeting may be called at the discretion of the chairperson.

3.2.2 A PFWG meeting will be quorate when 3 members are present.

3.2.3 In the event of the PFWG chairperson being absent, the first business of the meeting shall be to elect a member to be chairperson for that meeting.

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

3.2.5 Minutes, with details of current actions, will be recorded by the minute taker with a copy being available for the next PC meeting.

3.2.6 Although not a requirement of a working group, the PFWG as a community group should encourage the community to support and comment and therefore should endeavour to hold its meetings in public, publicise its agenda and minutes and offer the public an opportunity to speak at the start of each meeting, when held in public.

3.2.7 The PFWG may set up a working party/sub-group with at least one PFWG member on it where a specific need arises. Any working party/sub-group shall report to the PFWG but must not commit it

to any course of action or recommendations. A working party/sub-group does not need to be held in public.

3.3 Decisions at meetings

3.3.1 Resolutions require a majority vote/agreement in favour. If a PFWG decision is less than unanimous, the record will show the numerical voting split, but not record how individual members voted. The chairperson will hold the casting vote if a decision is split.

3.3.2. Discussions and decisions should be pertinent to playing field business and will be recorded and managed through actions to show progress and completion.

3.2.3 Where the chairperson considers that a decision of the PFWG has a reputational impact, significant cost or long-term implication to the PC, the decision should be deferred to the PC for consideration at its next meeting.

3.4 Reporting, Review, and correspondence

3.4.1 Although the PFWG holds responsibility on the PF management, the PC retains accountability. The PF will be a standing item on the PC meetings agenda. A PFWG representative, usually one of the PC members on the PFWG or its Chairperson, will provide a short verbal report and/or a written report on relevant playing field matters and a copy of the preceding minutes of the PFWG will be available for councillors to discuss as necessary.

3.4.2 The PFWG will provide an annual report, including a financial overview, prior to the PC's Annual Meeting, at which its operations will be reviewed.

3.4.3 The PFWG will provide an update on PF matters and plans at the Annual Village Meeting.

3.4.4 The PFWG 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 PC for approval.

3.4.5 The PFWG should publish information through its page on the PC website and through the PC group page on Facebook and the village WhatsApp group, as appropriate.

3.4.6 Day to day PF correspondence will take place through the chairperson or nominated person, in consultation with the chairperson. Formal communication with external organisations will normally be made through the Clerk. All relevant (as considered by the PFWG chairperson) correspondence will be reported to the PC, via the Clerk, and as part of the PF report to the PC (3.4.1).

3.5 Financial Management

3.5.1 Each year the PFWG will be allocated a budget allowance from precept (public funds) for the maintenance and general running of the PF.

3.5.2 The budget allowance will be allocated to differing cost codes to enable effective management and analysis of spending.

3.5.3 Any income generated through use of the PF will be recorded as income into the PC to help support the cost to the parish in providing these facilities

3.5.4 The PFWG will review its anticipated revenues and costs each year and submit an itemised budget request to the Clerk each October to cover anticipated costs for the following financial year.

3.5.5 Any expenditure involving purchase of significant assets or outside the scope of the Terms of Reference must be referred to the PC for consideration and approval.

3.5.6 In order to discharge the day-to-day running of the PFWG a Parish Councillor, who may, but not necessarily, be a member of the PFWG, will be designated by the PC as responsible for overseeing PFWG expenditure, in liaison with the chairperson of the PFWG. The councillor will have delegated authority to authorise expenditure up to £500 per calendar month, so long as the expenditure does not exceed the annual budget for such an item. Spending more than this limit MUST be referred to the PC. With the exception of 2.5.7 NO expenditure shall take place without prior authorisation.

3.5.7 Where the designated councillor for PF finances is unavailable, expenditure may be authorised under PC Financial Regulations, either through another delegated authority or through the PC.

3.5.8 With the approval of the Chairperson of the PFWG, the designated councillor for PFWG finances may cost code budget totals between cost codes, so long as the overall spending does not exceed the annual budget allowance.

3.5.9 Items outside of the above arrangements, e.g. emergency repairs, shall be dealt with as set out in the PC's Financial Regulations.

3.5.10 Details of PFWG expenditure should be provided at each PFWG and PC meetings.

3.6 Other relevant documents

These Terms of Reference are subject to the PC's Standing Orders and Financial Regulations. These documents and the PC's Volunteers' Policy and Volunteer Risk Assessment can be found on the PC website.

4 Privacy

4.1 The names of the PFWG members will be reported in the minutes of the Annual Meeting of the PC, with updates on membership during the year, should they arise.

4.2 Contact details of the PFWG members shall be supplied to the Clerk by the chairperson of the PFWG. By joining the PFWG members consent to their address, email address and telephone number being stored electronically and made available to other members of the PFWG and the Clerk in accordance with the requirements of GDPR.

5. Responsibilities

The PFWG in conjunction with the PC, is responsible for all aspects of the day-to-day running of the PF, Pavilion and Play Area and any additional facilities provided. This will include the following specific responsibilities:

5.1 To ensure the PF, Pavilion and Play Area are maintained to an acceptable standard for sporting activities and that the level of cleanliness and repair of the various facilities can be used by the public and clubs in safety and comfort.

5.2 To consider any concerns raised by members of the public, sporting clubs, or users of the PF and its facilities and report these to the PC as appropriate.

5.3 To maintain an overview of income and expenditure and to manage spending on day-to-day management.

5.4 To set annually hire fees for the facilities and to recommend any proposed changes to the PC for their consideration and agreement.

5.5 To work with all clubs and groups that use the PF, appreciating their needs and requirements to maintain a close relationship and cooperation between them and the PFWG to maximise the benefit of the facilities.

5.6 To encourage and manage volunteers willing to assist in maintenance and management of the PF, ensuring they are supported, ensuring they are supported, and trained, when necessary, in performing their role and are aware of the PC Risk Assessment pertinent to their role.

5.7 To manage the use of the facilities, putting agreements in place ensuring the security and protection of the users of the field and the position of the PC.

5.8 To co-ordinate activities on the PF that benefit the recreational and mental wellbeing of the community.

5.9 In liaison with the PC to ensure annual and periodic inspections take place relating to the safety requirements of the facilities and equipment.

5.10 In liaison with the PC to review Risk Assessments annually.

5.11 To provide the required information to the Clerk for the annual renewal of the PC Insurance policies covering the PF, buildings and equipment and comply with any conditions as necessary.

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

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

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

6 Annual Review of Terms of Reference

These Terms of Reference will be reviewed annually at the PC's Annual Meeting

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