



PARKS AND RECREATION COMMITTEE TERMS OF REFERENCE

Meeting

- The Parks and Recreation Committee is constituted as a Committee of Frampton Cotterell Parish Council.
- Seven Parish councilor's will be appointed annually at the Annual Meeting of the Parish Council as voting members. The quorum of the Committee shall be three members.
- Only those appointed may vote at a meeting. In the case of an equal vote the Chair of the Committee shall have a second or casting vote.
- If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing an interest then considers the interest to prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.
- The Chair and Vice Chair of the Committee to be elected by the Committee at their first meeting and then at the Annual Council Meeting each year thereafter.
- The Committee will meet no less than quarterly but more frequently if required. In accordance with FCPC Standing Order 3 clear days' notice will be given.
- All meetings of the Committee are to be publicised, held in public and minutes taken, published, and lodged with the Parish Council in accordance with the Parish Council Standing Orders.
- Terms of Reference of the Committee will be reviewed annually at the Annual Parish Council Meeting.
- The Chair of the Committee must present Minutes of the Parks and Recreation Committee to the first Full Council Meeting following the meeting of the Parks and Recreation Committee and he/she will report on any Committee decisions or recommendations.

Purpose of the committee to include Delegated Power

- To keep under review the provision of, sport and recreational facilities for the residents of Frampton Cotterell.
- To manage all budgetary expenditure related to parks and recreation. Reporting to the Finance and Governance Committee any overspends/requests for virements to be made.
- To establish in consultation with the Finance and Governance Committee Ear Marked Reserves.



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P A R I S H C O U N C I L

- To put forward to the Parish Council (in consultation with the Finance and Governance Committee) proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.
- To lead on and approve tenders for all aspects of maintenance and ground works in accordance with the Parish Council's financial regulations.
- To manage the use of the Parish Council's playing fields and parks which shall include all sports, and recreational facilities.
- To review and recommend byelaws for the Parish Council's land.
- To work in partnership with appropriate funding bodies to improve the Parish Council's recreational facilities.
- To prepare an annual report to summarise the work undertaken in exercise of its delegated powers for consideration by the Parish Council
- To oversee all contracts for work entered in to by the Parish Council in relation to parks and recreation.
- To facilitate all working groups formed to discuss projects relating to parks and recreation.
- Working groups shall be staffed, notes taken and presented to the Committee for approval. Any business outside of the Committees terms of reference shall be presented to the Parish Council for approval.
- To put forward (in consultation with the Climate and Nature Committee) proposals for any improvements or changes to landscaping.
- To ensure the necessary Health and Safety of all sites is met.

Referred Business

- To consider items referred by the Climate & Nature Committee.

Admission of Public and Press

The Public and Press shall be admitted to all meeting. If required, they may be temporarily excluded by means of a special resolution as follows. In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 "the Press and Public will be excluded from the meeting during consideration of these items due to the confidential nature of the business about to be transacted". The Public and Press may also be excluded where disclosure of information may lead to identification of individuals and therefore breach the first data protection principle (fair, transparent and lawful processing): in such cases s40(2) of the FOI Act 2000 would apply.