

# Aston Clinton Parish Council

## Sports & Recreation Working Group: Terms of Reference

### 1. Membership

- a. Membership shall comprise of at least three members of the Facilities Committee and shall be appointed annually by the Facilities Committee.
- b. Co-opted members may join the working group if authorised by the Facilities Committee.
- c. The quorum of the working group shall be at least three working group members of which at least two must be councillors.

### 2. Purpose

- a. To provide guidance and recommendations to the Facilities Committee on the current use and future development of the Parish Council's play equipment, sports facilities and allotments.

### 3 Areas of Responsibility

- a. To make recommendations on how the Council's sports, playground and recreation facilities can be improved and determine how any recommendations coming from this should be managed, ensuring compliance with health and safety legislation and impact on insurance liability.
- b. To be the initial contact point for all issues relating to the sports clubs within the park.
- c. To work closely and liaise with the clubs and groups who use the sports facilities and ensure they comply with their permits or leases.
- d. To make recommendations regarding amendments to park permits and leases.
- e. To continue to consult with the community to ensure a variety of sporting and other leisure opportunities can be made available.
- f. To carry out health and safety visual and written risk assessments of the play park, MUGA, skate park and trim trail.
- g. To give consideration of the annual Play Equipment Safety Inspection (RoSPA) and managing and mitigating the risks identified.
- h. To review and recommend all the charges and fees relating to the allotment site and make recommendations to the Facilities Committee.
- i. To oversee the management, maintenance, upkeep and improvement of the allotment site and ensure that allotment plots are maintained to a high standard.
- j. To develop, oversee and promote projects that relate to the upgrading and improvement of the allotment site.
- k. To explore external funding opportunities and work in partnership with appropriate funding bodies to improve the sports and recreational facilities.
- l. To gain quotations for work to be carried out.
- m. To oversee the installation of the new sport and playground facilities.

### 4. Meetings & Reporting

- a. The Working Group will meet as necessary but should aim to meet at least three times a year.
- b. Meetings can be held face to face or remotely.
- c. A progress report will be made available at each Facilities Committee Meeting.

### 5. Finance

- a. The Working Group does not have any powers to agree on spending or enter any binding contract on behalf of the Facilities Committee or Council.
- b. The Working Group must work within the budget set at the beginning of the year. Any increases in budget must be recommended to the Facilities Committee for consideration.