

Bourton on the Water Parish Council (“the Council”)

Playing Fields Committee Terms of Reference

The Playing Fields Committee has the power to make decisions on behalf of the Council as set out below, and to spend/manage the Committee’s annual budget as approved by Council:

Number of Seats:	5
Chairman:	To be elected from the Committee
Quorate:	Minimum of 3
Term of Office:	1 year
Meeting frequency:	Monthly
Budget:	As approved annually by Council

RESPONSIBILITIES

- a) To maintain in good order and improve, where possible, all play areas owned or leased by the Council

DUTIES AND POWERS

- b) To manage, monitor and spend sums in the approved Committee budget subject to the Committee’s minuted decision
- c) With due regard to Health and Safety legislation to identify and assess any risks associated with the Committee’s remit and, where needed, identify mitigating actions
- d) To make the relevant decisions on behalf of the council, for the overall responsibility of the above, and when felt appropriate, to refer matters to full Council for approval.
- e) Power to authorise correspondence that will not, in itself, result in Council expenditure or bind the council to any course of action, except for that already approved or provided for in the annual budget.
- f) To exercise the Council’s statutory powers and duties in relation to the provision of play areas
- g) To arrange a weekly inspection of the play areas and instruct immediate works of an urgent nature as required to maintain the equipment in a safe condition for all users
- h) To report to the next Council meeting in respect of urgent repairs undertaken between meetings
- i) To arrange an annual RoSPA inspection, consider action and make recommendations to Council for approval
- j) To present minutes to Council each month for information/consideration/approval
- k) To agree projects/activities for the Committee on an annual basis
- l) To prepare by October in each year project and budget proposals for the following financial year, for Council’s approval