

Sedlescombe Sports Pavilion Executive Committee

A. MEMBERSHIP

1. This Committee shall consist of a minimum of four who shall be elected and may be re-elected, each year at the Annual Meeting of the Parish Council. The Clerk is an officer of the Committee.
2. A quorum of three councillors is required for meetings to take place.

B. PROCEDURES

1. The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders.
2. At the first meeting of the Committee after the Annual Meeting of the Parish Council, the Committee shall elect a Chairman (and vice chairman if considered necessary) for the forthcoming year from amongst the Committee membership. The Chairman may be re-elected.
3. The Committee will submit its minutes of meetings for ratification to the next meeting of the Parish Council.
4. The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting in the late autumn/early winter annually.
5. The Clerk to the Council shall provide administrative support for the Committee.

C. FREQUENCY OF MEETINGS

1. The Committee shall meet on a quarterly basis and when necessary. The Clerk and /or Chair is to be responsible for calling a Sports & Recreation Committee meeting.

D. COMMITTEE FUNCTIONS

1. The Committee is empowered to manage and maintain the sports & recreation areas on behalf of the Parish Council.
2. The committee are responsible for limiting the noise and usage to ensure that it does not adversely affect the residential amenity of the neighbours.
3. The Committee will put forward proposals for improvements and development and any other capital expenditure for the agreement of the Parish Councils when requesting funding for the

following financial year.

4. If additional or alternative capital expenditure is deemed necessary or desirable this is to be referred back to the Parish Councils for their approval.
5. Proposals for a significant change to a recreational area must have the approval of the Parish Council.
6. Proposals put to the landowner that will affect any recreational area to be referred to the Parish Council for an opinion. As the body charged with having an overview of the recreational facilities in the Parish the Committee should be able to give a broader perspective on the proposal.
7. Carry out regular reviews of routine expenditure in the day to day running of the sports & recreation facilities.
8. The Sports & Recreation Committee to regularly produce outline future plans for the short, (immediate) medium (annual) and long term (3 yearly) so that all Parish Councillors are aware of the overall direction proposed. These plans to be amended as necessary.
9. The Committee may appoint non-parish council members to join a working party or provide advice to the Committee but they may not have a vote on any motions.
10. Instruct the Clerk to prepare tender documents for sports & recreation maintenance every three years to ensure the Parish Council are adhering to 'Best Value'.
11. To engage the community and publicise the sports & recreation facilities /events within the village.
12. To work with local sporting organisations to ascertain the demand for sports facilities within the village.
13. To optimise usage of the sports facilities within the village to generate income to help maintain and improve the existing facilities.
14. To review income /expenditure relating to sports & recreation and produce a report for the Finance Committee and Parish Council.

E. DELEGATED POWERS

1. The Committee can set the pitch and building hire fees for the hire of the facilities
2. The Committee can authorise the Clerk to carry out essential repairs and any unforeseen events which require immediate action to the sports & recreation facilities. The Clerk must first make all reasonable effort to consult with two councillors in accordance with the Parish Council's Financial Regulations.

These Terms of Reference are to be reviewed on an annual basis.

Adopted July 2021

Reviewed and agreed August 2022