HELLESDON PARISH COUNCIL
Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich NR6 5QB
Tel: 01603 301751 email: clerk@hellesdon-pc.gov.uk www.hellesdon-pc.gov.uk

TERMS OF REFERENCE

PLAYING FIELDS, AMENITIES & ALLOTMENTS COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from Full Council
- To monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED/AGREED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the Full Council for decision following approval of the Committee minutes.

Responsibilities specific to this committee:

Authority
The Playing Fields, Amenities & Allotments Committee is constituted as a standing committee of the Full Council. It is appointed by and is solely responsible to Hellesdon Parish Council to make decisions about council owned playing fields, play areas, parks and gardens, green and open space and allotment sites upon delegation by the full council after land purchase or acquisition subject to budget and expenditure limits.

The Committee duties are defined and agreed by the Full Council which may resolve, at any time, to modify the Committee's powers.

Membership
Membership of the committee will consist of six Councillors.
All other councillors will be substitutes for this committee, and will be called upon on a party basis by the member who cannot attend.

In addition to the nominated committee members, the Chairman of the Council is permitted to form part of the committee ex officio. If the Chairman is unable to attend in their ex officio capacity they may nominate the Vice Chairman as a substitute.

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Quorum
The committee quorum shall be no fewer than three members.

Frequency of Meetings
The Committee will meet at least four times during each civic year and to publish these meetings in advance as ordinary meetings. The ordinary meetings to consider committee general items and standing items in accordance with set timetable. Additional meetings will be set as required.

Record of Proceedings
Written minutes will be taken to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers

1. To keep under review the provision of allotments, sports & recreational facilities of the council.
2. To consider and put forward to the full council proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.
3. To manage a list of residents in the parish who are waiting for a tenancy of an allotment garden.
4. To lead on and approve quotes for all aspects of maintenance and ground works in accordance with adopted financial regulations
5. To manage use of the councils playing fields and parks by sports clubs to include the grant of a tenancy.
6. To advise the full council of the impact of proposals by owners or occupiers of land that may affect its allotments, sports and recreational facilities.
7. To make recommendations to the council about the level of the annual rents for allotments and other fees for use of sports and recreational facilities.
8. To review and recommend byelaws or such orders for the allotments, parks and playing fields.
9. To work in partnership with appropriate funding bodies to improve allotments, sports & recreational facilities.
10. To work in partnership with the police to alleviate anti-social behaviour and vandalism within the allotments, sports & recreational facilities
11. To maintain and update rules in relation to hiring of allotment, sports and recreational facilities

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12. To appoint from its membership and in accordance with standing orders, panels or groups with a specification of the role and procedures, for liaising with outside bodies which have an interest with the council, currently
    - Allotment Liaison Group

Standing Items for Ordinary Meetings

First meeting –

- to appoint members to panels/groups in respect of matters the responsibility of the Committee as identified in delegated power 12
- to consider Roles & Procedures of Panels/Groups
- to set dates of committee ordinary meetings
- to consider the current report from the Allotment Liaison Group

Second meeting –

- to consider the current report from the Allotment Liaison Group
- to address capital projects as identified in the budget the responsibility of the committee.

Third meeting –

- to consider the current report from the Allotment Liaison Group
- to consider hire rates for the forthcoming financial year for sports facilities and allotments
- to consider the committee budget for recommendation to the Full Council for approval

Fourth meeting –

- to consider the current report from the Allotment Liaison Group