



War Memorial Recreation Ground Advisory Committee Terms of Reference

MANAGEMENT

1. The management of the Ground shall be the responsibility of the War Memorial Committee, which shall be an Advisory Committee of the Parish Council acting under the direction of the Council and in accordance with the Constitution.
2. The Committee shall not exceed 15 in number including 4 Members of the Council (the Chairman of the Parish Council being an additional ex-officio member of the Committee) and representatives of all the sports clubs using the Ground, currently football, cricket, hockey tennis and rugby, and 4 members representing the Parish. The Chairman and Treasurer of the Recreation Ground Committee may be elected as independent members of the committee. A quorum shall consist of 5 members of the Committee.
3. The Committee shall be elected annually & will be guided by the principles of the Code of Conduct.
4. The Committee shall appoint a Chairman, Treasurer and such other Officers as it thinks fit, and shall submit an Annual Report at the Parish Annual Meeting. The Accounts shall be prepared annually by the Parish Council Office for audit together with the other Accounts of the Parish Council and all financial matters controlled by the Committee shall be conducted according to the requirements attached to the management of public monies.
5. The Committee shall be responsible for:
 - (a) maintenance of the Grounds including pitches, boundary hedges and fences, car park, and the access road as far as (but excluding) the double-kerbed ramp on the Recreation Ground side of the Vinery (N.B. the pavement is the responsibility of the Highways Authority although the carriageway has not been adopted). The Play area and skate park come under the direct control of the Parish Council;
 - (a) maintenance of all buildings and equipment and vegetation (trees) the property of the Parish Council apart from any for which responsibility rests with others by way of lease or other arrangements;
 - (b) allocating pitches for use by sports clubs, giving preference should competing applications be received to clubs having the larger number of members resident in the Parish of Winscombe & Sandford;
 - (c) ensuring that all residents of the Parish have free and unhindered access to the Ground at all times, except to pitches while matches are in progress, or to areas temporarily enclosed to permit the re-establishment of vegetation, or for safety reasons: or for sporting fixtures where entry will be charged as required by the controlling sporting authority but these would be notified to and agreement sought from the Parish Council prior to the season commencement.
 - (d) preventing horses or dogs being exercised on the Ground, or vehicles being driven without authority, beyond the car park;
 - (e) after noting clause 2 of the constitution, advising the Parish Council as to which advertising displays should be allowed in the immediate proximity of the pitches. Failure to maintain such signage should result in its immediate removal and any costs incurred would be payable by those holding permission to display such signage.

“Maintenance” means keeping in good order for use, taking immediate precautions should any equipment or other feature present danger to the public. The undertaking and recording of regular inspections of the Children’s Play Area and Skate Park for these purposes is the direct responsibility of the Parish Council.

These maintenance obligations supersede any arrangements previously in force.

FINANCE

6. The Committee shall charge fees for the use of pitches and may charge for the use of the Ground for special events not falling within the authorised club's normal match programmes subject to:
 - (a) free access to the Ground for all residents of the Parish being maintained. Free access to the ground will be withdrawn on one day each year. The date will be decided by the Committee and approval sought from the Parish Council;
 - (b) the prior approval of the Parish Council being obtained for each special event.

7. A submission shall be made to the Parish Council by the Committee in November every year setting out:
 - (a) a forecast of income and expenditure for the next financial year including estimates for the repair work which may be needed;
 - (b) existing and proposed fees;
 - (c) any grant sought from the Parish Council for the next year.
 - (d) To report details of requested budgets by end of November each year. The report should include the remaining balance and any plans for its use.

8. Public Liability and Parish Council Asset Insurance premiums will be paid by the Parish Council, but the Committee shall advise the Parish Clerk immediately any event likely to give rise to a claim occurs, or of any other matters requiring reconsideration of the insurance cover.

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