

NEWPORT PARISH COUNCIL

SPORTS COMMITTEE TERMS OF REFERENCE

These terms are supplemental to, and do not in any way override, the Parish Council's standing orders or financial regulations.

1. Delegated Authority

- a) The committee is a standing committee of the Parish Council and as such has delegated authority for certain matters documented in section 4 below.
- b) The Chair of the Committee may, subject to approval of the Chair of the Parish Council, place orders or contracts not exceeding £1,000 for any one item that, due to the nature of the expenditure, cannot wait for Parish Council approval. Such items will include emergency repairs and septic tank emptying.
- c) The Financial regulations of the Parish Council will apply to all other items of expenditure.

2. Membership

- a) The committee shall comprise of no more than five, and no less than three members of the Parish Council.
- b) Members will be confirmed at the annual meeting of the Parish Council. If subsequent changes in membership are required, they will be approved at the next Parish Council meeting.
- c) The quorum of the Committee will be three members.
- d) The Chair of the Committee will be appointed annually at a Parish Council Meeting in accordance with the Standing Orders. In the event that the appointed Chairman is not present the Councillors present will elect a chairman for that meeting.

3. Meetings

- a) All meetings of the Committee will be public meetings convened in accordance with the standing orders.
- b) Meetings will be minuted by a member of the committee. Draft minutes will be made available to the full Parish Council and approved minutes published on the Parish Council website.
- c) Representatives of any club or society, that regularly uses the Recreation Ground, and/or is in possession of a lease of property at the Recreation Ground, will be entitled to speak at any time during the meeting.
- d) All decisions of the meeting must be approved by a majority vote of the councillors present. Each Councillor has a single vote. Where an equal number of councillors are present and a vote is not conclusive, the matter should be referred to a full meeting of the Parish Council.

- e) In the event that a quorum of parish councillors is not possible then a substitute parish councillor can be appointed, as per the conditions of Standing Order 4d(v)
- f) There will be a minimum of two meetings in any financial year (1st April to 31st March). The Chair can call a meeting at any time subject to 2a above.

4. Responsibilities and Areas of Operation

- a) The Committee is responsible for the management of the Recreation Ground and adjacent public car park (when completed and handed over by the developer to the Parish Council). See 5 below.
- b) To oversee the management of leases and agreements including proposals for changes to the leases/agreements with the Youth Club, Scouts, Cricket Club, Croquet Club, and Football Clubs.
- c) To manage on behalf of the Parish Council any breaches (from either side) of the leases or agreements
- d) To set the annual service charge / rent for the organisations in 4b above in accordance with their leases/agreements.
- e) To ensure collection of said service charge / rent.
- f) To regularly collect meter readings for electricity and water.
- g) To submit a proposed budget for the running costs of the Recreation Ground, and adjacent car park, in accordance with Parish Council budget process/timetable. Such budget to include a Parish Council's financial contribution, commensurate with the public use of the Recreation Ground and adjacent car park.
- h) To manage any and all risks that may arise from the use by the public and clubs of the Recreation Ground (e.g. ensuring clubs have risk assessments and insurance in place for their activities)
- i) To submit proposals to the Parish Council for any capital expenditure or the on-going development of the Recreation Ground.
- j) To negotiate the terms of any agreements with Hills for the installation and management of the acoustic fencing and ball catch netting, as well as the connection to the mains sewer. Any such agreements will require approval at a Parish Council meeting.
- k) To administer the Sports Committee Reserves in accordance with the wishes of the clubs in 4b.

5. Specific Management of the Recreation Ground and adjacent public car park.

Duties include:

- a) To maintain the playing and public areas, pavilion, garage, cricket nets and Multi Use Games Area (MUGA).
- b) To ensure compliance with Health and safety regulations for the above areas.
- c) To ensure the septic tank is emptied when necessary.
- d) To maintain the car parks and perimeter fencing.

- e) To ensure all assets included in a) above are adequately insured.
- f) To agree and set hire rates for the third-party hire of the pavilion, pitches and MUGA, (excluding the Annual Fireworks). Liaising with the Clerk and Responsible Financial Officer, as required.
- g) To ensure that Club bookings for training and matches are managed to avoid overlap, and public risk.
- h) To set rates for the Electric Vehicle Charging and administer the contract with Podpoint.
- i) To ensure compliance with the Parish Council CCTV policy and GDPR with regard to activities at The Recreation Ground. To ensure that these policies are shared with the organisations in 4b) at least annually.