

ALVINGTON PARISH COUNCIL PLAYING FIELD COMMITTEE
REVISED TERMS OF REFERENCE MAY 2022
Adopted in 2022, superseding the version produced in 2016.
Reviewed and re-adopted 9th May 2024 Minute page 2 item 7I).

Members:

- Cllr. Richard Heys (ex-officio as vice chairman of the parish council)
- Cllr. Nicholas Powell (parish councillor and member of Alvington & Woolaston Cricket Club)
- Mr Chris Shill (parishioner, community volunteer)
- Mr Jason Thompson (member of Ellwood Youth Football Club, a group that hires the field)
- Cllr. Alan Haslam (parish councillor)
- Cllr. Gail Thompson (parish councillor)

Committee membership will be confirmed each May at the annual meeting of Alvington Parish Council. All local councillors and residents are welcome to attend committee meetings and to speak, but can take no part in any committee decision.

Goals:

1. To administer the playing field for the benefit of local residents
2. To liaise with Alvington parish council over grass cutting and other expenditure
3. To advise the parish council on insurance cover
4. To ensure all health and safety concerns are properly addressed
5. To draw up agreements with sports clubs for use of the playing field
6. To maintain a calendar of sports fixtures and special events
7. To advise the parish council on proposals for future developments

Deliverables

- Three committee meetings per year (nominally April, July and September)
- Agreements with local sports clubs
- Calendar of special events including sports fixtures
- Annual report to the parish council

Scope / Jurisdiction

The scope of the committee covers any matters relevant to Alvington playing field. The committee has no powers to dispose of any part of the site, which remains in public ownership through Alvington Parish Council.

Funding

Income and expenditure are managed by the parish council, but the parish clerk in conjunction with the chairman of the playing field committee has the power to commit maintenance expenditure up to £250 per item within the annual budget set for the playing field by the parish council. The committee chairman can discuss such proposals with the clerk at any time, who will prepare the appropriate documents.

Guidance from the Parish Council

Committee recommendations are reported to the parish council for approval. Individual councillors may share their views with the committee, by email or by telephone, or in person at committee meetings.

Governance

Decisions are reached by consensus.

Additional Notes

The committee's work will be reviewed each May at the annual meeting of Alvington Parish Council, who retain under their standing orders the power to dissolve the committee should it no longer serve its intended purpose.