



**Great Horwood  
Parish Council**

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## **RECREATION COMMITTEE: Terms of Reference**

*Adopted at a Meeting of Great Horwood Parish Council  
on 10 November 2008.*

### **1. GENERAL**

- 1.1 The Recreation Committee shall be a Standing Committee of the Parish Council appointed each year at the Annual Meeting of the Council in accordance with the Council's Standing Orders.

### **2. RESPONSIBILITY**

- 2.1 The Recreation Committee shall have delegated responsibility from the Council:
- (a) To notify Waste Recycling Environmental Ltd.(WREN) that the Parish Council has agreed to take over the benefit and burden of the grant (WREN project reference 07/08/09516BU) for the installation of equipment on the proposed recreation ground known as Horwode Pece.
  - (b) To select and purchase any such play and recreational equipment to the value of that grant together with such other grants as the Committee may consider it appropriate to apply for. However the Committee may not otherwise commit any funds of the Parish Council without formal approval of the Parish Council.
  - (c) To complete any necessary documentation to carry out the above, including completion of a licence from the Trust, in a form approved by the Council, for the equipment to be installed on the recreation ground and any variation of that licence to include additional areas within that site.
  - (d) To monitor the condition of the equipment, arrange for it to be appropriately insured, including any annual or other safety inspections required by the

insurer and otherwise to take all necessary action to ensure the proper maintenance of the equipment and its use.

- (e) In order to facilitate its functions under (c) to appoint the management committee of the Great Horwood and Singleborough Recreation Trust (the Trust) or such other body as the Council may from time to time approve to oversee the day-to-day management of the equipment upon terms approved by the Council and to enforce the terms of that agreement.
- (f) Any agreement or other documentation required in the exercise of any of the above functions shall be signed by not less than two of the Parish Councillors who are members of the Committee.

### **3. MEETINGS**

- 3.1 The Committee shall meet as often as may be required but not less than four times each year.
- 3.2 A Summons and Agenda shall be issued before each meeting of the Committee and draft minutes will be issued following the meeting for ratification at the next meeting. In addition, the Committee shall provide a report at each meeting of the Council of its decisions and any significant actions taken by it or by the Management Committee since the previous meeting of the Council.
- 3.3 The Standing Orders of the Council shall apply to all proceedings of the Committee.

### **4. MEMBERSHIP**

- 4.1 The Recreation Committee shall normally consist of the Chairman and Vice Chairman of the Council and two of the Parish Councillors appointed as Trustees of the Trust together with a representative of the Trust Management Committee.

### **5. FUNCTIONS**

- 5.1 The Committee may instruct the Clerk of the Council to take any actions required to enable it to exercise its delegated functions.