

**GREAT WALTAM PARISH COUNCIL**  
**TERMS OF REFERENCE FOR THE**  
**RECREATION COMMITTEE**

1. The recreation committee is primarily constituted to monitor all Parish Council recreational assets associated.
2. The committee will prepare an annual plan for the recreation assets in advance of the budget meeting of the finance and general purposes committee.
3. The committee is responsible for arranging the annual 'Play in the Park' within its budget
4. The committee will comprise a minimum of 8 members of the full Parish Council.
  - a. One member will be the Parish Council Chairman.
  - b. The second member will be the Parish Council Vice – Chairman.
  - c. Up to 6 members will be appointed to the Committee at the Annual General meeting of the Parish Council (or at the next meeting if members join by co-option)
5. The First Order of business when the committee convenes after an annual general meeting will be to elect a chairperson of the Committee
6. The committee meets 4 times a year in April, July, October and January.
7. The sub-committee will not have any finances allocated to them.
8. Items to be discussed at the committee meeting must be on the Agenda.
9. The Agenda will be published in advance of the meeting (Minimum 3 clear days) and e-mailed to members and displayed on noticeboards.
10. Minutes of the committee shall be distributed promptly.
11. The Clerk will act as secretary.