

Little Yeldham Recreation Ground Committee

Terms of Reference

Purpose

The Committee has been established to advise Little Yeldham, Tilbury Juxta Clare and Ovington Parish Council on improvements to the existing play area and equipment on the Little Yeldham Recreation Ground and how those improvements can be delivered.

Membership

- Membership of the Committee shall consist of not less than five Parish Councillors, including the Chairman and Vice Chairman of the Parish Council either as elected members or in their ex officio capacities. A minimum of three other councillors are members as well as two non-councillor members co-opted from within the parish of Little Yeldham who can contribute to the Committee's mission to improve the play area for the benefit of all. Non-councillor voting rights are limited by statute and are confined to statutory functions specified in the Local Government Act 1972.
- The Committee shall elect its own Chairman (Spokesperson) who shall not necessarily be the Chairman or Vice Chairman of the Parish Council.
- Three shall constitute a quorum.

Accountability

- The Committee cannot make decisions on behalf of the Parish Council and any recommendations made by the Committee, will be subject to approval by the Parish Council.

Meetings

- The Committee shall meet as and when required, but with a minimum of four meetings a year.
- Minutes will be taken at each meeting and circulated to the Parish Council for information.

Responsibilities

The responsibilities of the Committee shall include, but not be limited to the following:

- Implement decisions made by the Parish Council.
- Investigate and recommend funding opportunities to the Parish Council, apply for improvement grants agreed by the Parish Council, arrange fund raising events and facilitate the receipt of other sources of income.

- Record all monetary contributions received and pay those contributions into the Parish Council bank account.
- Retain all vouchers for audit purposes and hand to the RFO.
- Submit the record of monetary contributions received to the RFO ten days before each Parish Council meeting.
- For improvements and equipment for the Recreation Ground to the value of one thousand pounds or more, a minimum of three quotes are required.
- Prepare and present a report at each Parish Council meeting detailing progress made and decisions required from the Council.
- The committee shall present a report of the work undertaken by it during the preceding year at the Little Yeldham Annual Parish Meeting.
- Any other action as directed by the Parish Council.

These terms of reference were approved at a meeting of Little Yeldham, Tilbury Juxta Clare and Ovington Parish Council held on 19th September 2023.