

Histon & Impington Parish Council

Recreation Ground Committee

Terms of Reference

Membership

The Committee shall consist of a minimum of seven members of the Council

The Chairman and Vice Chairman of the Parish Council shall be ex-officio members of the Committee

The Committee shall appoint a Chairman by election from members of the committee at the first meeting after the Annual meeting of the Council

The Committee can co-opt up to four members of the major user groups (currently Histon Bowls Club, Histon Cricket Club, Histon Hornets and Histon Tennis Club) and co-opted members can vote on management of land and buildings as long as it is for items within a budget determined by the Council, but not on matters relating to financial aspects of hiring and fees of the facilities provided by the Council

Quorum

Three Parish Council members shall constitute a quorum at Recreation Ground Committee meetings. The meetings will only be quorate if **3 Parish Council** members are present. Co-opted members may only vote on items with budget determined by the Committee when the meeting is quorate. The number of voting club representatives must not exceed the number of Parish Council members present and able to vote at any meeting and under such circumstances no vote shall take place

If a quorum is not present when the committee meets or if during a meeting the number of Councillors present (and not debarred by reason of a declared prejudicial interest) falls below the required quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such a day as the Chairman may fix

Frequency of meeting

The Committee shall normally meet monthly as long as there is business to conduct and at such times as the Committee Chairman shall require.

Notice of Meeting

The Recreation Manager will call a meeting of the Committee in accordance with the timetable of meetings and publish the Agenda following standard Council practice

Minutes of Meetings

Every meeting of the Committee shall be minuted and the minutes agreed by the Committee at its next meeting. The minutes shall then be published according to standard Council practise. Draft minutes may

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Adopted: 2nd April 2012

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be published with the agreement of the Committee, so long as it is clearly indicated that they are draft and could be subject to change at a later date.

Duties

To:

Prepare a bid for consideration by the Finance Committee for precept purposes

Review annually and when deemed necessary, the fees required for the hiring of the rooms and grounds in the Council's ownership

Manage and maintain the buildings and public open spaces at 12 New Road, the Recreation Ground, South Road, the Green Play Area and Homefield Park in the sole ownership of the Council

Discuss, review and manage sporting and recreation facilities

Submit to the Council proposals for new and improved services

Approve rents and fees for persons using the facilities provided by the Council

Approve annual fees for member clubs

Approve hiring agreements

At its first meeting in the financial year plan and review the budget

Delegation of Powers

The Committee may spend up to its agreed delegated budget without recourse to Full Council on items or cost categories that have been budgeted. Virement can be made between cost categories if necessary. Any items that have not been budgeted for must be referred to full Council as soon as possible.

Noting delegation policy for the Recreation Ground Manager, the Chairman of the Committee and Manager together with one other person serving on the Committee may approve spend within budget and for approved projects without referring to the Recreation Ground Committee, for report in writing at the next available meeting.

Recreation Manager's Delegation

Manager can proceed with orders for any agreed project up to a limit of 2% of Committee budget

Manager has the discretionary authority in the acceptance of bookings and the charging of appropriate fees

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