

HAYDON WICK PARISH COUNCIL

AMENITIES & LEISURE COMMITTEE TERMS OF REFERENCE

Background:

The Amenities and Leisure committee looks after 23 play areas, CCTV and open spaces under its ownership.

1. Delegation

- 1.1 Haydon Wick Parish Council (The Council) agreed to adopt the Amenities & Leisure Committee (formerly known as Recreation Committee) Terms of Reference at its meeting held on 18th February 2014. These were reviewed in July 2015 and the changes adopted by the Full Council at the meeting held on 15th September 2015 . A further review took place on 21st May 2019 and the changes were adopted by Full Council at a meeting held on 18th June 2019.
- 1.2 The Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Membership

- 2.1 The Committee shall consist of a maximum of ELEVEN Councillors who shall be elected each year at the Annual Parish Council Meeting, including the Chairman and Vice-Chairman of the Council. Any vacancies which occur during a Council year will be filled by seeking nominations from Full Council which includes the Chairman and Vice Chairman of the Council.
- 2.2 The quorum of the Amenities & Leisure Committee will be FIVE Members, including the Chairman and Vice Chairman of the Council.

3. Procedures

- 3.1 The committee will operate within The Council's Standing Orders and Local Government Law.
- 3.2 At the first meeting of the Committee it shall elect a vice chairman for this Committee for the forthcoming year from amongst its appointed membership. The Chairman and Vice Chairman may be re-elected
- 3.3 The Committee will agree all minutes of meetings to the next appropriate meeting of the Committee.
- 3.4 The Committee will submit a draft budget to the Policy & Finance committee for consideration for the forthcoming financial year by the preceding December at the latest.

- 3.5 The Clerk to the Council or other appointed Officer will provide administrative support for the Committee.

4. Meeting Dates

- 4.1 The schedule of the times and dates of programmed meetings for the year shall be agreed by the Full Council.
- 4.2 The Committee shall meet in the Council Chamber, Council Offices, Thames Avenue, Haydon Wick SN25 1QQ unless otherwise agreed.

5. Committee Functions

The Committee shall:

- 5.1 Set all the charges and fees for the use of all outdoor facilities including the Leisure Gardens, football pitches (Trent Road & Clary Road [when applicable]) and open spaces;
- 5.2 To monitor the Amenities & Leisure budget, income and expenditure.
- 5.3 Delegated authority to sign off budgeted expenditure for Amenities & Leisure matters up to £25,000. Anything exceeding this amount must be recommended to Full Council before proceeding.
- 5.4 Be responsible for the management, maintenance, upkeep and improvement of all the premises used by the Parish Council as stores, workshops and purposes connected with the functions controlled by the Committee;
- 5.5 Develop, oversee and promote all projects that relate to the upgrading and improvement of all recreational and open space facilities in Haydon Wick;
- 5.6 Be responsible for the drawing up, updating and application of bylaws for Council owned land;
- 5.7 Actively support the provision of public art where appropriate within the open spaces of the parish;
- 5.8 Seek to increase the role of The Council in the management, maintenance and upkeep of open spaces throughout the Parish;
- 5.9 Proactively support the development of events on open spaces and identify opportunities to hold events run and managed by the Council within its open spaces;

- 5.10 Work in partnership with all the appropriate funding bodies to help provide, improve and upgrade recreational and open space facilities for the benefit of the Parish;
- 5.11 Be responsible for the development of football and other sporting activities that take place on land under the management of the Committee;
- 5.12 Work in partnership with the Police and community officers to help alleviate anti-social behaviour and vandalism in open spaces within the Parish;
- 5.13 Investigate ways of increasing recycling opportunities within its parks and open spaces;
- 5.14 Actively promote and encourage sporting and recreational ventures in the Parish and to liaise with all relevant sporting organisations as appropriate;
- 5.15 Actively promote all the environmental aspects and benefits of recreational open spaces in the Parish;
- 5.15 Actively liaise with the relevant departments of Swindon Borough Council in all matters relating to open spaces;
- 5.16 Either directly or in partnership provide, maintain and replace street furniture including seating, litter bins etc;
- 5.17 Actively promote and protect all footpaths, bridleways and other Rights of Way in Haydon Wick.
- 5.18 Select from its membership a person or persons to represent The Council at appropriate meetings and public enquiries to represent The Council's previously agreed views on matters that are the responsibility of the Amenities & Leisure Committee.