

Romanby Parish Council

Parks and Recreation Committee

Terms of Reference 2025-26

1. **Parks and Recreation Committee.** There shall be a standing Committee of Romanby Parish Council (the Council) to be referred to as The Parks and Recreation Committee (the Committee). This will be reviewed at the Annual Meeting of the Council.
2. **Terms of Reference.** The powers and other matters relating to the Committee will be subject to these Terms of Reference (ToR). These ToR will be reviewed at each Annual Meeting of the Council and if necessary revised. These ToR are supplementary to, and do not in any way take precedence over, the Council's Standing Orders and Financial Regulations.
3. **Role and Objectives.** The overall role of the Committee shall be to provide, manage, maintain and supervise all land, and facilities owned, managed or controlled by the Council. The general objectives of the Committee in meeting its role shall be to:
 - a. Encourage and allow, subject to any operating or other restrictions, free access and use of facilities provided by the Council by persons of all ages.
 - b. Bring forward schemes of improvement to land and facilities in support of the objectives of the Council and to support the health and well-being of parishioners and others.
4. **Membership and Quorum.** The Committee shall be comprised of Romanby Parish Councillors with a minimum membership of three councillors plus a chair and a maximum membership of six councillors plus a chair. One of the members will be Vice Chairman and deputise in the absence of the Committee Chairman. In addition:
 - a. The Chair of the Parish Council shall be, during their terms of office, an ex-officio member of the Committee.
 - b. The Chairman of the Committee shall be determined by the Council at its Annual Meeting.
 - c. Should there be less than three Parish Councillors wishing to serve, the Committee will disband, and all its powers and responsibilities will revert to the Council.
 - d. The quorum for any meeting of the Committee shall be three members.
 - e. The Parish Clerk will normally attend meetings of the Committee to record proceedings and advise if required. A meeting of the Committee shall not be postponed or cancelled (subject to minimum numbers) merely because of the absence of the Clerk.

f. The Committee will meet as often as necessary but, in any case, once in every quarter. At the first meeting of the Committee after the Parish Council Annual Meeting, the Committee will determine and cause to be published a schedule of intended meetings for the year.

5. Powers and duties of the Committee

a. Under Delegated Powers. Within the approved budget and in accordance with the Financial Regulations adopted by the Council and these ToR, the Committee has full authority, for and on behalf of the Council, to exercise these **delegated powers**:

- i. To effect the management, maintenance, including development and revision, and supervision of all land, and non-office equipment including play equipment under the ownership, management or control of the Council.
- ii. To cause an adequate and suitable safety inspection regime of all play and ancillary equipment to be implemented and maintained.
- iii. To manage, in consultation with the Clerk, the following paid roles within the Council:
 - 1. Litter Picker/Public Open Space Supervisor (once established).
 - 2. Caretaker/Gate Keeper Ainderby Road Leisure Ground.
- iv. To acquire goods and services necessary to support the functions of the Committee and the roles described.
- v. To manage and support volunteers or any group established by the Council to support and further the objectives of the Committee.
- vi. In respect the land and property described at (i) above, in the case of emergency involving danger to life or property, the Chair or Vice Chair of the Committee may, in consultation with the Chairman of the Council or the Clerk, take whatever steps are deemed necessary to remove the immediate risk/danger.

b. Powers to consider, advise and make recommendations

The Committee is required to consider, advise and, where necessary, make recommendations to the Council with respect to:

- i. Any matter relating to the acquisition (by purchase, lease, gift or any other means) of land, property or non-office equipment by the Council with a residual value of more than £750.00.
- ii. Any matter relating to the disposal (by sale, lease, gift or any other means) of land, property or non-office equipment by the Council with a residual value of more than £500.00.
- iii. Any proposals for the extension, development or revision of any facilities or services under the management of the Committee or any other matter that falls outside the approved budget, the Financial Regulations adopted by the Council or these ToRs.
- iv. Any matter relating to housing or other development within the Parish that impacts or may impact upon public open space, other land or facilities managed by the Committee or where additional funding may, or is, available to the Council as a result.
- v. Any matter relating to the imposition or removal of a Byelaw or other similar constraint.
- vi. Any proposal, in relation to the activities of the Committee, for enforcement action by the Council or any proposed or actual enforcement action against the Council.
- vii. Contracts, in relation to the activities of the Committee, with revenue implications exceeding £500 per annum, scheduled to operate over more than one financial year. Such contracts may be considered by a Special Meeting of the Council.
- viii. Proposals to establish, extend or disband a volunteer scheme or schemes with the purpose of furthering the objectives of the Committee.
- ix. Any activity that will or may impinge upon the role or activity of another committee.

Reviewed May 2025