

Sports Field Committee – Terms of Reference

Introduction

Parish Councils may only do what legislation requires or permits them to do. The Local Governments Act 1972, s101, allows the Council to delegate functions to committees, officers, or other authorities.

1. Membership:

- Two members of the Parish Council (on a rotation basis if necessary) including the Chairman on an advisory basis. These members will be agreed at the Annual Meeting of the Council in May
- The Clerk of the Council will attend to support and administer the committee as required
- Election of the Committee Chair will be the first business of the initial committee meeting
- The Committee may appoint representatives to liaise with any organisation that may assist the Committee & its purpose.
- The Committee will abide by the policies and procedures adopted by Islip Parish Council, including Standing Orders and the Code of Conduct, at all times

2. Purpose of the committee:

- The Sports Field Committee will oversee the operations and management of Islip Sports Field and the Pavilion,
- To deliver high quality facilities for local people to utilise the field as arranged by Col. Sackville in 1948
- To ensure all users receive fair and equal treatment.
- To consider the provision of facilities for people of all ages
- To adhere to the terms of the 30yr lease for the Sports Field granted in 2013
- To endeavour to secure funding, wherever possible, to address any identified improvements.

3. Meetings.

- The Committee will meet as and when required commensurate with the volume of business.
- The decisions of the Committee will be reported by the Committee to the Full Council at the next available meeting and recorded in the Minutes.

ISLIP PARISH COUNCIL

Chairman: Cllr Emma Taylor **Clerk:** Claire Tilley
Telephone 07756 851026
islip.clerk@gmail.com <http://www.islip-parish.co.uk>

4. Health & Safety.

- To monitor all aspects of safety within the identified areas under the Committees auspices and agree action immediately.
- To ensure all Fire regulations are in place and equipment checked annually
- Under Financial Regulations, the Clerk can approve urgent works if deemed necessary for Health & Safety reasons but will advise Committee / council of any actions taken and the costs involved at the earliest convenience.

5. Expenditure/Finances

- The committee will review all expenditure on the playing field, pavilion to ensure effective and efficient use of resources.
- The committee will recommend any amendments to services and use of resources to council to ensure the facilities are up to standard and deliver a high standard for the users of the facilities.
- The committee can approve expenditure up to a maximum of £1000 monthly for repairs, cleaning and improvements to facilities. Items exceeding this cost will be presented to the full council for approval
- The finances of the Sports Committee will be administered by the Parish Council RFO. The Sports Field will be self-funding, with monies held in a separate account, which will be ringfenced
- The Sports Field committee will set an independent annual budget, so will not form part of the budget set by the Parish Council to inform the Annual Precept
- The Committee will review, annually, all rents paid by the Sports Clubs who use the field and make recommendations to the Parish Council and how users are charged.

6. The Pavilion.

- The Committee will administer the hiring agreement and hiring charges
- The Committee will consider any disciplinary action required by users of the facilities who breach the cause damage to the property / do not abide by the instructions or terms and conditions set
- The Committee will consider all complaints received and take necessary action to placate / resolve the situation. The decision of the committee will be final.
- The Committee will refer any matters it considered serious enough to Full Council for resolution, whose decision will be final

ISLIP PARISH COUNCIL

Chairman: Cllr Emma Taylor **Clerk:** Claire Tilley
Telephone 07756 851026
islip.clerk@gmail.com <http://www.islip-parish.co.uk>

Sports Field Users

Some Sports Field users have entered into a membership agreement with the Sports Field Committee.

Members will be enrolled in one of the following categories: Full or Associate

Full members will have paid a £1000 one off investment and receive reduced hire rates for use. (Please note that full membership and investment was for each individual team not a club as a whole)

Membership may be transferred to another team from the same club or organisation at the end of each season for each sport.

Full members may transfer their rights to a team from another club or organisation for the original fee paid minus 10% for each year of membership which will be paid to the Parish Council

Full members are guaranteed the sole use of the facilities for an average of two fixtures or events per month per team in the time slot required by their league/governing body or has been traditionally used.

Use of the sports field will be prioritised for Islip residents, the Parish Council and full member teams.

Voluntary maintenance provided by full member teams will be discounted against rates charged

Associate membership- normal hire rates for use