



### **1. Members**

Three Parish Councillors appointed annually at the Annual Council Meeting to include the Chairman.

### **2. Quorum**

The quorum of the Committee shall be two Members.

### **3. Voting**

Only the above may vote and participate at a meeting. In the case of an equal vote, the Chairman shall have a second or casting vote.

### **4. Interests**

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

### **5. Chairman**

The Chairman is to be elected annually by the Committee at their first Meeting.

### **6. Minutes**

All Minutes shall be open for inspection by any Member of the Parish Council, if appropriate.

### **7. Admission of the Public and Press**

The Public and Press may not be admitted to these meetings as “In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item”.

### **8. Responsibilities**

The Committee is responsible for overseeing the maintenance, upkeep, inspections of and improvements to the Bob Bown Memorial Field and Play Park.

### **9. Procedures**

At the first meeting following the Annual Council Meeting the Committee shall, before proceeding to any other business, elect a Chairman who shall hold office for one year. Meetings will be held on a needs basis.

### **10. Terms of Reference**

To review the Terms of Reference of the Bob Bown Memorial Field & Play Park Committee at the first meeting of the Committee after the Annual Parish Council Meeting or when necessary and make appropriate recommendations to Full Council.

## **11. Meeting Duration**

The Bob Bown Memorial Field & Play Park Committee meetings will be for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next meeting. In exceptional circumstances, the meeting may be extended with a vote taken by Members.

## **12. Specific Delegated Powers:**

- i. Oversee the maintenance, upkeep and improvement of the Bob Bown Memorial Field & Play Park.
- ii. Recommend any maintenance, upkeep and improvements of the Bob Bown Memorial Field & Play Park.
- iii. Consider ways to provide, improve and upgrade recreational and open space facilities at the Bob Bown Memorial Field & Play Park for the benefit of the Parish.
- iv. Be responsible for overseeing the Parish Council's Health and Safety Policy in all areas of the Bob Bown Memorial Field & Play Park.
- v. Receive RoSPA Inspection Reports and consider appropriate actions to ensure Health and Safety issues identified are addressed.
- vi. Work in partnership with the Police and Community Officers to help alleviate any anti-social behaviour and vandalism that may occur on the Bob Bown Memorial Field & Play Park. Any matters relating to anti-social behaviour at the Bob Bown Memorial Field & Play Park, should be reported to and discussed by all Parish Councillors.
- vii. Consider, review and recommend play equipment purchases for the Bob Bown Memorial Field & Play Park.
- viii. Continue regular Councillor Inspections of the Bob Bown Memorial Field & Play Park and report to Full Council.
- ix. Report any issues of concern at the Bob Bown Memorial Field & Play Park to the Clerk immediately for rapid response.