

SALHOUSE PARISH COUNCIL

Playing Field Management Group

Terms of Reference

1. The Management Group membership comprises;
 - a) 3 Parish Councillors appointed at the Annual Parish Council meeting in May each year.
 - b) 2 Trustees from the Salhouse United Charities Trust
 - c) 1 member from Salhouse Rovers Football Club
 - d) 1 member from another user group (to be appointed)
2. The Management Group is responsible for the Thieves Lane Playing Field and the structures and equipment built or installed on it except for the Mast.
3. The administration of the Management Group's responsibilities is provided by the Parish Clerk and/or nominated members as required
4. The Management Group will meet monthly (or when required) and present an updated report to the Parish Council with requests for approval or funding or suggestions for changes.
5. The Management Group has no spending authority except where the Clerk has power to incur necessary expenditure
6. Decisions will be referred to the Parish Council and enacted by the Clerk with their approval
7. New Pavilion Installation
 - a) To oversee the planning of the Pavilion and ensure that it is equipped with necessary fixtures and fittings
 - b) To liaise with all parties involved
 - c) To oversee the installation of the Pavilion ensuring it complies with plans
 - d) To recommend any additional Pavilion requirements to the Parish Council
 - e) To ensure at completion all terms of the granting of the lease are complied with, including removing of the old building.
8. Care and Maintenance – the Management Group/Clerk will;
 - a) Ensure that routine maintenance of land such as grass cutting, hedge trimming and emptying of litter bins and dog bins is carried out to a satisfactory level at the required frequency by regular inspection
 - b) Liaise with Ground Maintenance and Litter & Dog bin collection contractors to ensure satisfactory service is provided
 - c) Ensure buildings such as Pavilion and toilets are kept in good condition
 - d) Respond to public reports of any maintenance, litter or other issues
 - e) Health and Safety - Ensure any damage or breakage resulting in a potential health and safety risk is dealt with promptly, bringing it to the attention of the Parish Council.

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9. Repairs and Renewals
 - a) Playground Equipment to be inspected regularly according to Insurance requirements and with an annual inspection by ROSPA. Any other minor repairs up to a figure of £500 can be actioned by the Clerk and a professional contractor employed to carry out the work
 - b) Management Group members or other councillors should not carry out work themselves
 - c) If major work is needed which will exceed £500 the Clerk must obtain three quotes and refer the matter to the next Parish Council meeting to be discussed under Finance.
 - d) Clerk to oversee and check all works have been carried out as approved by the Management Group and/or the Parish Council.

10. Hire of Facilities
 - a) To oversee the hire of facilities by;
 - Review and set appropriate fees for the hire of facilities
 - Ensure an appropriate hire agreement/contracts is issued
 - b) Accounts
 - Review income and expenditure on a quarterly basis
 - Ensure receipts/invoices for payments are issued
 - Review any unpaid payments more than 30 days overdue

 - c) Review the use of facilities and consider how to increase community use

11. Plans for any future development of playing field to use Parish Council open space development plan (including costings)

12. Ensure adequate insurance cover for playing field