**Watlington Parish Council**

**Pavilion & Sports Field Committee Terms of Reference**

**Membership**

The Committee will consist of:

* Four members appointed by the Parish Council at the Annual Parish Council meeting (usually in May), of whom at least two should be members of the Parish Council;
* Two members appointed by each of Watlington Town Football Club and Watlington Cricket Club;
* One member from the Watlington Sports Club

The Clubs may each designate an alternate member to attend meetings when their appointed member(s) are not available. Such alternate members will act as full members of the Committee with voting rights for the duration of the meeting.

Committee members representing a Club that has not confirmed its Stewardship Agreement for the current year may attend and participate in meetings, but will not have voting rights at that meeting.

A casual vacancy on the Committee may be filled by the Parish Council at the Committee’s recommendation.

The Parish Council may dissolve or later membership of the Committee, but shall otify such a decision to the Committee at least three months before the date on which the Parish Council wishes the Committee to cease or its membership to change.

The assets shall belong to the Parish Council.

**Code of Conduct**

All voting members of the Committee, both Councillors and co-optees, are subject to the Council’s Code of Conduct and will need to be aware of the contents of the Code, complete the Register of Interests and act accordingly.

**Quorum**

A quorum for this committee shall be four voting members, which must include at least one member appointed by the Parish Council and at least one member appointed by each of the Sports Clubs.

**Reporting**

The Committee will consider all matters referred to by the Council and will make recommendations to Council for approval.

**Meetings**

Meetings shall be conducted in accordance with the Council’s Standing Orders.

The committee shall meet at least four times a year.

Working groups shall be formed as required. Membership of these working groups may comprise any number of councillors and/or non-councillors. Working groups shall have specific, time-bound remits with relevant, achievable and measurable outcomes. Working groups shall meet as often as required.

**Remit**

The Committee shall maintain in good order and manage the Pavilion and the Sports Field (leased by the Parish Council from Beechwood Estates) on behalf of and within a budget fixed by the Parish Council.

The Committee will be responsible for the maintenance of the Sports Field grass and for keeping the Pavilion and Sports Field tidy and free from litter.

The Committee will advise the Parish Council on the terms and conditions upon which the Pavilion and Sports Field may be used by others and the sum (if any) to be paid for such use.

The Committee will be responsible for administering such lettings as are appropriate through the Parish Office.

The Committee may recommend to the Parish Council the spending of such sums as it thinks fit on the improvement of the Pavilion and Sports Field.

The Committee may raise such funds as necessary to supplement that provided by the Parish Council.

**Reports and Accounts**

The Committee will present an Annual Report and Accounts to the Parish Council in April of each year and, in addition, quarterly reports of their business including a financial report to the Parish Council.

A bank account shall be opened by the Parish Council in the name of the Committee. The committee must adhere to the Council’s Financial Regulations.

The Parish Council will fix the budget for the following year and determine the amount to be obtained from Parish Council resources. The Committee will be responsible for raising any additional funds. The Parish Council will pay any rates or taxes due on the Sports Field if appropriate. The Parish Council will make arrangements to adequately insure the Pavilion and Sports Field and the activities of the Committee.

*Agreed by Full Council on 28th September 2018.*