

PARKS COMMITTEE – TERMS OF REFERENCE
Adopted 20.03.19

Purpose of the Committee

1. The Parks Committee is constituted to monitor, manage and develop Parc Mwd and the Play Park.
2. The Committee will identify policies and actions to ensure safe working practices in the maintenance of the Parks.
3. The Committee will conduct Risk Assessments within the park areas on a regular basis.
4. The Committee will ensure compliance with current Health and Safety Regulations governing park areas.
5. The Committee will ensure that all play equipment is regularly inspected and maintained and a record is kept.
6. The Parks Committee has no decision-making powers but instead makes recommendations to Valley Community Council for agreement.
7. The Clerk/Responsible Financial Officer (RFO) is responsible for the proper administration of the Community Council's affairs and is responsible for the maintenance of any documents and records necessary to ensure the effective fulfilment of the Committee's duties.
8. Meetings will be held four meetings each year, the first to be held the month after the community council annual general meeting (elections) each year.
9. Membership numbers is limited to five serving Community Councillors. The presiding Community Council Chairman and Vice-chairman each year shall automatically be a member of the Committee. All other serving Councillors may request to be appointed to the Committee. The Committee will also co-opt a representative from a principal sport group in the village. Additional members may be co-opted to represent other community interests in the parks.
10. The quorum necessary for the transaction of business shall be three, one of whom must be the Chair of the Committee or his/her nominee in the event of enforced absence and meetings will normally be held twice annually prior to the full council meetings.
11. The Clerk to the Council shall act as the Secretary of the Committee. The Clerk shall minute the proceedings and resolutions of all meetings of the Committee including recording the names of those present and in attendance.
12. Minutes of Committee meetings shall be circulated promptly to all members of the Committee and shall be considered and approved at the next full Community Council meeting.
13. Items to be discussed at the meeting are limited to those that are included on the agenda for the meeting. The agenda shall be circulated by email to all Committee members in advance, giving three clear days' notice, also stating venue, time and date of the meeting.
14. At the Annual Meeting of Valley Community Council membership of the Parks Committee is reviewed and voted on annually together with these Terms of Reference for the Parks Committee. The Chair of the Parks Committee will also be elected at this meeting.
15. In September each year, the committee will review its annual budget and provide a report to the full Council outlining expenditure incurred and anticipated together with projections and recommendations for the forthcoming year in order to assist the Finance Committee to set the Community Council budget.
16. The Committee will ensure that rental agreements and leases are in place for each user of the facility and that these are reviewed regularly.
17. The Committee shall produce a 10 year management plan for all facilities.
18. The Committee shall apply for and manage grant funding for projects to improve community facilities in the area.
19. Any expenditure will require approval from the full Council.
20. In March of each year, the Committee will produce an annual report outlining the work that has been ongoing over the previous year and plans for the future to be presented at the full Council Meeting.