



Valley Community Council

Parks Committee Terms of Reference

MEMBERSHIP - The Committee (Councillors) shall be appointed at the Annual Meeting of the Valley Community Council.

5 Members of the Council shall be members of the Committee along with co-opted representatives from the principal sports group in the village and other local organisations using the facilities of Parc Mwd and Play Park.

The Chairman of the Committee will be a Community Councillor and shall be appointed at the Annual Council Meeting. The Vice Chair will be appointed by the Committee at its first meeting following the Council's Annual meeting

QUORUM – Will include at least 3 including the Chair or Vice Chair of the Committee.

MEETINGS – Will be held on 3 occasions each year unless otherwise agreed by the Council / Committee. The first meeting to be held the month after the Community Council Annual Meeting (elections) each year. The meetings will be open to the public.

ADMINISTRATION - 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.

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.

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.

STATUS - The Parks Committee has no decision-making powers but instead makes recommendations to Valley Community Council for agreement. Any expenditure will require approval from the full Council.

REVIEW – The Membership and Terms of Reference will be reviewed and adopted annually at the Valley Community Council Annual Meeting.

TERMS OF REFERENCE

1. To monitor, manage and develop Parc Mwd and the Play Park.
2. To identify and implement relevant policies to ensure safe working practices in the maintenance of the Parks.

3. Produce a 10-year management plan for all facilities.
4. Agree a programme of safety audits/inspections of the amenities and ensure compliance with current Health and Safety Regulations governing park areas
5. To undertake health and safety risk assessments of all activities conducted within Parc Mwd and Play Park areas and report promptly to the Council. Escalate any risks to the Clerk immediately.
6. Report on accidents and other health and safety incidents to the Council and agree any lessons learned and actions to be taken.
7. Ensure that rental agreements and leases are in place for each user of the facility and that these are reviewed regularly.
8. Maintain an itinerary of all Council equipment on site along with list of key holders to the Pavilion.
9. In September each year, the Parks 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.
10. To produce and present to the Council a development plan for Parc Mwd and Play Park.
11. The Committee shall apply for and manage grant funding for projects to improve community facilities in the area subject to Community Council approval.
12. In March of each year, 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.