



VALLEY COMMUNITY COUNCIL

Park Committee Terms of Reference

Reviewed	Approved	Adopted
10/06/2026	17/06/2026 Minute ref: 47/2627	17/06/2026

These Terms of Reference set out the remit, membership, working arrangements and reporting route for the Park Committee established by Valley Community Council.

1. Purpose of the Committee

The Park Committee (“the Committee”) is established by Valley Community Council to oversee, review and monitor matters relating to the Pavilion building, Parc Mwd in its entirety, the play area and play equipment situated at Parc Mwd, the play area and play equipment situated at Lon Spencer, and any other parks, recreation grounds, amenity spaces or outdoor Community Council assets, including street furniture such as benches, notice boards, planters, the clock and bus shelters. placed within its remit, and to make recommendations to Full Council.

2. Status of the Committee

The Committee is an advisory committee of the Council unless and until Full Council expressly delegates any specific function to it in writing.

3. Powers

The Committee shall only exercise delegated powers where expressly authorised by Full Council in writing. It may consider matters relating to sites within its remit, inspect and review conditions, and make recommendations to Full Council for approval.

The Committee shall not enter into contracts, incur expenditure, approve works, submit applications or commitments in the Council’s name, or amend policy except where Full Council has specifically approved or delegated such authority.

4. Scope of Responsibility

The Committee shall consider and make recommendations to Full Council on matters including:

- a. the management, maintenance, appearance and development of Parc Mwd, the Play Area, and any other park, recreation ground, amenity space or outdoor community facility placed within the Committee’s remit;
- b. health and safety matters relating to those sites;

- c. risk assessments, inspections, safety audits and risk control measures;
- d. site condition, play equipment, boundary issues, access, signage and general infrastructure;
- e. agreements, licences, leases, hire arrangements and other site use arrangements where applicable;
- f. inventories of Council-owned assets, site infrastructure, key holders and access arrangements;
- g. complaints, operational concerns and any issues raised by the Clerk, councillors, user groups or members of the public;
- h. proposed maintenance works, repair works, replacement works, improvement schemes and development proposals;
- i. budget requirements, grant opportunities, and funding priorities relating to sites within the Committee's remit;
- j. the preparation and review of a working parks and facilities plan setting out immediate, short-term and long-term priorities, including priorities across multiple locations; and
- k. any other park or facilities matter referred to it by Full Council.

5. Health and Safety / Risk

The Committee shall monitor health and safety matters relating to sites within its remit and review relevant risk assessments, inspections and recommended control measures on a regular basis. Any urgent or significant risk shall be reported promptly to the Clerk and to Full Council as appropriate.

6. Use of Facilities, Agreements and Site Records

The Committee shall keep under review the use of facilities within its remit and may make recommendations to Full Council regarding agreements, licences, leases, hire arrangements, site records, inventories, key-holder arrangements and other operational controls considered necessary for the proper management of those sites.

7. Working Plan and Development Priorities

The Committee shall maintain and keep under review a working parks and facilities plan setting out immediate, short-term and long-term priorities for maintenance, repair, improvement, investment and development across all sites within its remit.

8. Operational Oversight

The Committee may oversee day-to-day parks and facilities issues through the Clerk and may consider routine operational concerns, but all substantive decisions, non-routine works, financial commitments and policy matters shall remain subject to approval by Full Council unless formally delegated.

9. Membership

Membership of the Committee shall be limited to a maximum of five serving Community Councillors, unless Full Council resolves otherwise.

Full Council may also appoint or invite non-voting co-opted representatives from principal sports groups or other local organisations using facilities within the Committee's remit where it considers this would assist the Committee's work.

Membership shall be reviewed annually at the Annual Meeting of the Council.

10. Chair of the Committee

10.1 The Chair shall be appointed by Full Council in accordance with Standing Orders.

10.2 The Committee may recommend the appointment of a Vice-Chair to Full Council.

10.3 If the Chair of the Committee is absent from a meeting, the Vice-Chair of the Committee shall preside. If both the Chair and the Vice-Chair are absent, the members present shall elect one of their number to act as Chair for that meeting, and the member so elected shall preside for the duration of the meeting.

11. Quorum

The quorum for a meeting of the Committee shall be three members.

12. Meetings

Ordinary meetings of the Committee shall normally be held three times annually, including a meeting in October to review budget requirements, or as determined by the Council or Committee in accordance with Standing Orders.

Additional meetings may be called where necessary.

In exceptional circumstances, an urgent meeting may be called on shorter notice in accordance with the Council's Standing Orders and legal requirements.

13. Notice of Meetings and Agenda

Items to be discussed at a meeting shall be limited to those included on the agenda.

The agenda and notice of the meeting shall be issued to Committee members giving at least three clear days' notice.

The notice (including how the meeting may be accessed virtually, if applicable) must be published electronically and in at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.

14. Public Attendance and Participation

Public participation shall be in accordance with the Council's Standing Orders.

The Committee may invite attendance by user groups, contractors, officers, advisers or other persons where this would assist its consideration of parks and facilities matters.

The person presiding over the meeting shall allow members of the public in attendance to speak for up to 3 minutes, unless otherwise directed by the Chair of the meeting, and subject to the Council's Standing Orders.

15. Remote and Multi-location Meetings

Meetings may be held wholly in person, wholly remotely, or on a multi-location basis in accordance with the Council's published meeting arrangements and current legal requirements.

16. Declarations of Interest

Members of the Committee shall observe the Council's Code of Conduct and shall declare personal and prejudicial interests in accordance with that Code and with the Council's Standing Orders.

17. Clerk / Secretary

17.1 The Clerk to the Council shall act as secretary to the Committee and shall record the proceedings, recommendations and resolutions of all meetings, including the names of those present, any apologies, and any declarations of interest.

17.2 In urgent circumstances, the Clerk may take necessary action in accordance with the Council's Standing Orders and Financial Regulations, reporting any such action to the next available meeting or Full Council meeting.

18. Minutes

Minutes of Committee meetings shall be circulated promptly to all members of the Committee. As soon as reasonably practicable after each meeting, and no later than seven working days after the meeting, the Council shall publish electronically a note of the meeting in accordance with the Council's Standing Orders, setting out the names of members present, any apologies for absence, any declarations of interest, and any decisions taken, subject to the exclusion of confidential or exempt information.

Draft or unconfirmed minutes may also be published electronically following the meeting. The minutes shall then be presented to the next full Community Council meeting for approval. Once approved by Full Council, the approved minutes shall be published electronically, or the published record updated accordingly.

19. Reporting to Full Council

The Committee shall report to Full Council by way of minutes, recommendations, or separate written reports as appropriate. Full Council shall determine whether to adopt, amend or reject any recommendation of the Committee.

20. Financial Matters

The Committee shall operate in accordance with the Council's Financial Regulations. In October each year, the Committee shall review its budget requirements and make recommendations to Full Council for the forthcoming year. Any expenditure, quotation, tender process, grant-funded project or contractual matter relating to sites within the Committee's remit shall be dealt with in accordance with those Regulations and referred to Full Council unless delegated authority exists.

21. Compliance and Governance

In carrying out its role, the Committee shall act in accordance with:

- a. the Council's Standing Orders;
- b. the Council's Financial Regulations;
- c. the Members' Code of Conduct;
- d. the Council's policies relevant to health and safety, equality, data protection and complaints; and
- e. any legislation and guidance applicable to local councils, parks, play areas and public open spaces in Wales.

22. Training

Members of the Committee should undertake relevant training, particularly in relation to the Code of Conduct, health and safety, financial governance and the management of parks, play areas and public facilities, in line with the Council's training plan.

23. Review of Terms of Reference

These Terms of Reference shall be reviewed by Full Council at least annually and may be amended by resolution of Full Council.