



## **WINSCOMBE WAR MEMORIAL RECREATION GROUND ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

#### **MANAGEMENT**

1. Recommendations for the management of the ground shall be the responsibility of the War Memorial Committee, which shall be an advisory committee of the Parish Council acting under the direction of the Council and in accordance with its Standing Orders.
2. The Committee shall not exceed 15 in number including 4 Members of the Council (the Chairman of the Parish Council being an additional ex-officio member of the Committee) and representatives of all the sports clubs using the Ground, currently cricket, football, hockey, rugby and tennis, and 4 members representing the parish. The Chairman of the Recreation Ground Committee may be elected as an independent member of the committee. A quorum shall consist of 5 members of the Committee.
3. Parish Council Representatives on the Committee shall be elected annually at the Annual meeting of the Parish Council. Sporting Clubs will advise of their Representatives, and Village Representatives will be elected at the first Committee meeting following the Annual PC meeting.
4. The Committee shall appoint a Chairman and submit a report at the Annual Parish Assembly. The Accounts shall be prepared annually by the Parish Council Office for audit together with the other Accounts of the Parish Council and all financial matters controlled by the Committee shall be conducted according to the requirements attached to the management of Public Monies.
5. The Committee shall make recommendations for:
  - I. maintenance of the Grounds including pitches, boundary hedges, trees, fences, car park, and the access road as far as (but excluding) the double-kerbed ramp on the Recreation Ground side of the Vinery (N.B. the pavement is the responsibility of the Highways Authority although the carriageway has not been adopted). The Play Area and Skate Park come under the direct control of the Parish Council.
  - II. maintenance of all buildings, equipment and the property of the Parish Council apart from any for which responsibility rests with others by way of lease or other arrangements. Pitch marking is the responsibility of clubs using the grounds.
  - III. ensuring that all residents of the Parish have free and unhindered access to the Ground, except to the Cricket Square at any time, pitches while matches are in progress, or to areas temporarily enclosed to permit the re-establishment of vegetation or for safety reasons. For sporting fixtures where entry will be charged as required by the controlling sporting authority, matches would be notified to, and agreement sought from the Parish Council prior to the season commencement.

- IV. preventing horses or dogs taken onto the grounds (except for the car park area), or vehicles being driven without authority, beyond the car park.
- V. advising the Parish Council as to which advertising displays should be allowed in the immediate proximity of the pitches. Failure to maintain such signage or advertisements will result in their immediate removal and any costs incurred would be payable by the relevant club. Signage considered by the Council to be inappropriate will not be permitted and automatically removed.

The undertaking and recording of regular inspections of the Children's Play Area and Skate Park for these purposes is the direct responsibility of the Parish Council.

## **FINANCE**

6. The Parish Council shall charge fees for the use of pitches and may charge for the use of the grounds for special events including those not falling within the authorised club's normal match programmes subject to:
  - I. free access to the Ground for all residents of the Parish being maintained. Free access to the ground will be withdrawn on one day each year. The date will be Christmas Day with gates to the grounds being locked.
  - II. the prior approval of the Parish Council must be obtained for each special event.
7. A submission shall be made to the Parish Council by the Committee in November every year setting out:
  - I. a forecast of income and expenditure for the next financial year including estimates for the repair work which may be needed.
  - II. the financial budget sought from the Parish Council for the next financial year.
8. Public Liability and Parish Council Asset Insurance premiums will be paid by the Parish Council, but the Committee shall advise the Parish Clerk immediately of any event likely to give rise to a claim, or of any other matters requiring reconsideration of the insurance cover. Sporting Clubs using the grounds will be responsible for providing appropriate insurance cover for their activities. Copies of such cover must be provided to the Parish Office on an annual basis.