



RECREATION COMMITTEE

TERMS OF REFERENCE – 16th May 2019

1. The Recreation Committee (the “Committee”) is constituted as a Standing Committee of Twyford Parish Council (the “Council”). The Committee composition shall comprise of four* Councillors as voting members with four members of the Committee constituting a quorum.
2. The Chair is elected by the Full Council but a Vice-Chair is to be elected annually by the Committee.
3. The Committee’s role is to take care and control of the following open spaces:-
Hunter Park, Allotments, Northfields Play Area, Pumphret Bank and the War Memorial.
4. The Committee has delegated executive powers to place orders for works and services within the limitations of the approved annual budget of the Committee. The Committee shall be able to approach Full Council for increased funds should it become necessary to discharge its duties, however, funds are not to be automatically granted.
5. The Committee can initiate new facilities within the Parish, e.g. new play areas. All costs must be within the agreed budget or the Committee shall seek funding for such works.
6. The Committee will initiate and approve tenders for all aspects of maintenance and ground works in accordance with the Council’s Financial Regulations.
7. The Committee will host regular meetings with sports clubs and other users of the Hunter Park Playing Fields to seek mutual cooperation in managing and enhancing the park.
8. All correspondence shall be conducted through the Clerk of the Council wherever possible.
9. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to all members of the Council.
10. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.

*NOTE – The Chair and Vice-Chair of the Full Council are ex-officio members of all committees of the Council and entitled to vote.

Twyford Parish Council.

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