

Purpose: **Terms of Reference for the Smannell and Little London Playing Field and Events Team**

To manage and maintain the Little London Playing Field in partnership with the Smannell Parish Council and bring forward schemes of improvement to the land and facilities in the support of the objectives of the Smannell and Little London Playing Field and Events Team (SLLPFET). To work closely with Smannell Parish Council to support the health and well-being of parishioners and others using the facility.

Terms of Reference

The powers and other matters relating to the committee will be subject to these Terms of Reference. These terms of reference will be reviewed on a periodic basis or if deemed necessary at a duly convened Smannell Parish Council meeting and if necessary revised. These Terms of reference must be considered as supplementary to and do not take precedence over the Parish Council's Standing orders and Financial Regulations in any way.

Objectives

1. To encourage and allow, subject to any operating restrictions, free access and use of the Little London Playing Field.
2. To manage the improvement and maintenance of the facilities.
3. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility.
4. To identify, investigate and apply for funding for improvement schemes as and when appropriate and necessary.
5. To abide by the conveyancing document and title plan number HP500276 dated the 11th day of December 1912 upon which title absolute is granted in a conveyance dated 10th day of May 1995 confirmed from an original transfer dated 6th day of March 1995. An original transfer also having been made on the 24th day of February 1948.

Smannell and Little London Playing Field and Events Team

The Chairman of the Smannell and Little London Playing Field and Events Team shall be a serving Parish Councillor and all members of the committee will adhere to the Playing Field's Conveyance per condition 5 above. The Chairman and Vice Chairman shall be confirmed at the first meeting of the Smannell and Little London Playing Field and Events Team following the Annual Meeting of the Parish Council and shall meet as often as is necessary but not fewer than once every Quarter

Quorum

Three members must be present for the SLLPFET meeting to commence.

Within the approved budget and in accordance with the Financial Regulations, the Smannell and Little London Playing Field and Events Team has the authority, for and on behalf of the Council, to exercise these powers with approval and consent of the Smannell Parish Council. To effect the management, maintenance of the land and facilities including the play equipment under the ownership of Smannell Parish Council,

- a) All aspects of Health and Safety that fall within the remit of the SLLPFET including ensuring there is an adequate and suitable safety inspection and regime of all play and ancillary equipment to be implemented and maintained;
- b) To acquire goods and services necessary to support the effective running of the facility ensuring approval from the Smannell Parish Council;
- c) To raise funds and manage those funds for improvement purposes.
- d) To consider and submit to Smannell Parish Council annual estimates of income and expenditure for the forthcoming year for consideration;
- e) To submit for payment, expenditure lawfully incurred within the committee's budget, provided that the payment is made from a budget within the limits previously approved by the Council.
- f) Make recommendations to the Full Council spending not within the allocated budget.
- g) To ensure that all incomes and expenditures are accurately recorded with a full audit trail and backed by receipts;
- h) In the case of emergency involving danger to life or property, the Parish Clerk to be consulted with the Chairman and the Vice Chair, and whatever steps can be undertaken as deemed necessary to remove the immediate risk.
- i) To arrange, undertake and organise events for the parish in collaboration with the Smannell Parish Council for the benefit of the inhabitants of the community.

Matters that may not be discussed or delegated to the SLLPFET unless specific Resolution has been made by Smannell Parish Council for express authority granted to the SLLPFET.

1. The consideration of new or reviews of consultations and policy documents of other bodies and any other consultation documents of parks and recreational nature.
2. Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

The Terms of Reference will be reviewed and adopted as deemed and considered necessary and appropriate.

Adopted by Smannell Parish Council

Date: September 2010

Amended: July 2023

Minute Ref: 11