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### **Ingatestone and Fryerning Parish Council Seymour Pavilion and Field Committee Terms of Reference**

Terms of Reference were approved at Full Council on the 6<sup>th</sup> June 2019.

The Seymour Pavilion and Field Committee (the Committee) is a Standing Committee of Ingatestone and Fryerning Parish Council. Membership of the Committee shall consist of members of Full Council elected to serve on the committee at the Annual Parish Council Meeting in May.

A maximum of 8 elected members will serve on this Committee. Members of the public can be invited to join the Committee or any Sub Committee as non-voting members only. Three voting members of the Committee will constitute a quorum. A Chairman is to be elected annually by the Committee at the first meeting following the Annual Parish Council Meeting in May

Ingatestone and Fryerning Standing Orders shall apply to all committee and sub-committee meetings.

If the numbers of the Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned, and any business not transacted shall be transacted at the next meeting or on such other day as the Chairman shall arrange.

The Committee will decide its budget priorities and submit those to the Full Council meeting where the budgets and annual precept are decided for approval. The committee will then take appropriate decisions regarding the spending of the budget and report as necessary to Full Council. For expenditure over £5000 and for emergencies, the parish council's Financial Regulations will apply.

#### **Committee Responsibilities:**

To monitor the condition of the pavilion and field and ensure it is:

- a) Clean and tidy
- b) In good condition (and decorative repair in terms of the pavilion)
- c) Secure
- d) Free use of any obvious and significant health and safety hazards
- e) Used by hirers in accordance with the terms and conditions of hire

And to

- f) Work with the Communications and IT committee in promoting the facility for hire
- g) In terms of pitch maintenance, monitor and review the work of the appointed contractor
- h) In terms of the Parish Caretaker, work with the Personnel Committee to ensure that the caretaking of the pavilion and field is to an acceptable standard, ensuring that the Caretaker has all the required equipment and tools.
- i) Review the tariff for hirers annually and report to the Full Council for their reference only
- j) Consider the medium/long term development of the pavilion and field and submit to the Full Council recommendations as necessary

- k) Review, from time to time, the security and facilities of the pavilion and field and feed results into the Council's annual review of Risk Assessment and Insurance arrangements

To liaise with the Clerk to:

- a) Ensure that any problems are addressed
- b) Discuss improvements which could be made
- c) Deal with any complaints from hirers or visitors, liaising with the Clerk and/or reporting to the Full Council as appropriate
- d) In consultation with the Clerk shall monitor that actual income and expenditure is in line with the budgets approved by the Council
- e) Liaise with the Clerk to ensure that they are fully aware of the Committee's requirements as to work to be carried out in the pavilion and field and is in receipt of all quotations for work to be carried out
- f) That all work to be carried out at the pavilion and field is within the annual agreed budget.

All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given by Ingatestone and Fryerning Parish Council.

### **Meetings**

Meetings shall be called by the Chairman of the Committee as and when deemed necessary. Minutes of all meetings will be recorded by the Clerk, Assistant Clerk or any member nominated at the meeting.

### **Review of the terms of reference**

These terms of reference are to be reviewed annually.