Suckley Parish Council

Terms of Reference of the Playing Fields Working Group

PURPOSE:
To manage the usage and conditions of the Parish Playing Fields, including the play area, and pavilion, by acting on behalf of the parish council where specifically agreed.

AUTHORITY:
Authority to undertake, on a day-to-day basis, agreed functions on behalf of the council, on a voluntary basis. However policy making and financial or contractual matters remain a function of the council.

FREQUENCY:
Meeting Timetable – Every 2 months.

MEMBERSHIP:
3 Councillors=voting plus 5 members of the public. The Chairman – Cllr P Bradley, Secretary Cllr H Ormerod – Cllr Jew 2 x councillors will constitute a quorum. Other Parish Councillors may attend in a non-voting capacity.

VOTING:
All permanent members have equal voting rights

MAIN FUNCTIONS:

1. To comply with all aspects of the Council's Code of Conduct and consider the Council's Financial Regulations at all times

Financial Regulations amended (10/8/2026) to allow expenditure below £100 including irrecoverable VAT where it is clear that best value is achieved by paying reasonable (but not necessarily the cheapest) materials costs without the need for quotes/estimates in cases where the labour is being offered on a voluntary basis. For purchases of between £101 up to £500 then three estimates are required.
Ongoing/repetitive purchases (such as for pavilion consumables), an assessment of the best value, taking account of costs, collection and convenience will be made after which purchases, albeit subject to agreement in accordance with the standing orders, could be made using that contractor for an agreed period, such cases to be recorded by means of either emails or a simple pro-forma and would continue to be approved by the Clerk and Chairman.

2. To appoint a Chairman, Treasurer and other positions as necessary.
3. To be responsible for all aspects of the day-to-day running of the playing fields, pavilion, all-weather pitch and play area facilities
4. To ensure that a rent is levied from all persons or clubs hiring the facilities and that the rents are reviewed on an annual basis no later than September each year. To draw up a standard agreement for such
5. To advise the parish council of all planned or emerging expenditure to that appropriate consideration can be given
6. Not to permit any club, Association or person to carry out any works to any Council owned property without the express agreement of the Playing Fields Committee
7. To ensure that the Playing Field and Pavilion are maintained to an acceptable level of cleanliness and repair by carrying out cleaning, minor repairs. Where expenditure is required, please refer to Item 5 above.
8. To ensure that all relevant certificates for the continued operation of the Pavilion are maintained
9. To carry out an annual inspection of the Pavilion and to report findings to the Parish Council
10. To carry out weekly tests of the fire alarm and to record this in the log book by the alarm.
11. To take responsibility for the maintenance of all the play areas and pavilion.
12. To carry out monthly and annual checks on the play area/items and to take the appropriate resulting action, by referring to the council as required.

13. To operate fund raising activities, such as a lottery on behalf of the council.
14. To provide reports for consideration at parish council meetings.

Agreed pc meeting Monday 9th November 2026