

OLDBURY ON SEVERN

PLAYING FIELDS COMMITTEE

CONSTITUTION

Reason for Update: No 1

Change to 5.1 – The Playing Fields Committee shall decide upon the hire charges for the Westmarsh Lane site excluding the Cricket Club facilities not the Parish Council.

Adopted by the Playing Fields Committee at its meeting held on the 24th May 2012

Reason for Update: No 2

Inclusion of an Addendum to define the Playing Fields Committee role as an Environmental Body and to comply with the Landfill Tax Regulations.

Amendments to the following sections of the Main Constitution:

2.2 - Reaffirm the Playing Field Committee's purpose.

4.1 & 4.2 – Amendment to timing and frequency of meetings including the Annual General Meeting.

6.10 – Timing of Operating Budget and Subsidy request.

Adopted by the Playing Fields Committee at its meeting held on the 6th March 2014

Reason for Update 28-04-17

Compliance with changes to standing orders and financial control

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Title

- 1.1 The name of the Committee shall be the "Oldbury on Severn Parish Council Playing Fields Committee".
- 1.2 For internal use this may be shortened to "Playing Fields Committee" or "PFC".
- 1.3 For financial matters the full title must be used.
- 1.4 The Playing Fields Committee will not regulate or control the finances of the Council. The Playing Fields Committee may control the finances given to it by the Council (or provided by another authority) and its own income, subject to the conditions applied by the Council.

2. Status and Overall Purpose

- 2.1 The Playing Fields Committee shall be a Committee of Oldbury on Severn Parish Council, and, as such, shall be subject to the same local government regulations. It will comply with the Standing Orders of the Parish Council where appropriate. In the case of any conflict between this Constitution and the prevailing regulations, the latter take precedence.
- 2.2 The overall purpose of the Playing Fields Committee shall be to manage the land and facilities at the Westmarsh Playing Fields site to maintain and improve public amenity and thereby protect the environment on behalf of Oldbury on Severn Parish Council.

3. Membership

- 3.1 Each organisation regularly using the facilities may appoint two members to the Playing Fields Committee.
- 3.2 The appointments shall be in accordance with the organisation's own procedures, but shall be reviewed by the organisation at least every three years.
- 3.3 The Parish Council shall appoint two members, normally the Chairman and Vice-Chairman of the Parish Council, except that if either declines then the Parish Council will appoint alternative members.
- 3.4 The Playing Fields Committee may co-opt up to six additional members providing that the number co-opted is not greater than the number of ordinary members. Co-opted members shall serve for a period determined by the Playing Fields Committee, but continued membership must be reviewed at the July meeting following three years service.

4. Meetings

- 4.1 The Annual General Meeting (AGM) of the Playing Fields Committee shall generally be held in April.
- 4.2 The PFC shall generally hold at least 5 business meetings during the year, one of which can follow the AGM.
- 4.3 Additional business meetings may be held as required either by arrangement at a previous meeting or at the behest of the Chairman or by requisition in writing to the Chairman signed by two members of the Playing Fields Committee. In the latter case only that business specified in the requisition will be dealt with at the meeting.
- 4.4 Meetings shall normally be held in the Pavilion.
- 4.5 Meetings shall be conducted in accordance with prevailing regulations. Minutes shall be recorded of the proceedings at each meeting and such minutes shall be read (if not previously circulated) and adopted at the next appropriate meeting. This will be recorded by the Chairman initialling each page and signing the last page.
- 4.6 Items for the Agenda shall be sent to the Secretary at least fourteen days before the meeting. Items may be submitted by any member of the Playing Fields Committee, by the Parish Council or by any parishioner, the latter with the agreement of the Chairman.
- 4.7 A Calling Notice and Agenda will be received by members of the Playing Fields Committee three clear days (not including the day of receipt or the day of the meeting) before the next meeting. A notice of the meeting will be prominently displayed at least three clear days prior to the meeting.
- 4.8 The business of the Annual General Meeting shall be to receive and adopt the Chairman's Report and the Treasurer's Report and Annual Accounts. In addition, the officers shall be

elected - Chairman, Vice-Chairman, Secretary and Treasurer - together with any other officials required.

- 4.9 A Special General Meeting to consider any item normally dealt with at the Annual General Meeting may be convened by the officers at any time provided due notice as indicated above is given.
- 4.10 No meeting shall proceed without a quorum present. A quorum is defined as one half of the current membership of the Playing Fields Committee rounded down to the nearest whole number, with a minimum of three.
- 4.11 Whilst it is likely that the majority of the decisions by the Playing Fields Committee will be by simple consensus, nevertheless, situations will arise where voting is required. Motions must be proposed and seconded and every member of the Playing Fields Committee present has one vote. In the event of a tied vote, the Chairman has a second, casting vote. With the approval of the Committee, voting may be by secret ballot.
- 4.12 Members of the public may attend meetings but are not permitted to participate in the proceedings. In special circumstances, and subject to prior discussions with the Chairman of the Playing Fields Committee and to the Chairman obtaining the approval of those members of the Playing Fields Committee present at the meeting, individual members of the public may be invited to participate in discussion of a particular item on the agenda.

5. Duties and Powers of the Playing Fields Committee

- 5.1 For the sake of clarity it should be noted that the Playing Fields Committee shall decide upon the hire charges for each activity held upon the Westmarsh Lane site excluding the Cricket Club facilities.
- 5.2 The Playing Fields Committee shall be responsible for hiring out the various facilities on the Westmarsh site. To this end it shall:
 - 5.2.1 decide upon and publish its rules for hiring;
 - 5.2.2 appoint one of its members as Letting Officer through whom all booking arrangements shall be made.
- 5.3 The Playing Fields Committee shall, via its Treasurer, publish its hire charges and collect same.
- 5.4 The Playing Fields Committee shall be responsible for and pay for:
 - 5.4.1 general tidiness of the site, buildings and caretaking;
 - 5.4.2 grass cutting;
 - 5.4.3 provision of services (water, lighting, sewage, heating etc.);
 - 5.4.4 general repairs and maintenance;
 - 5.4.5 relevant insurances and licenses for special events not already covered by existing Parish Council insurance

Where outside contractors are involved at least two, and preferably three, quotations shall be obtained for the work required. In general the lowest quotation shall be accepted, unless there are special considerations.

- 5.5 The Playing Fields Committee shall be empowered to raise funds by any legal means. These include running functions, operation of a lottery etc.
- 5.6 The Playing Fields Committee shall be empowered to plan projects which could be either improvements to existing facilities or totally new facilities.
- 5.7 The Parish Council would expect that the Playing Fields Committee should play a full part in the planning of facilities at the Westmarsh site. The usual process would be: identification and outline of the proposal; detailed specification and drawings; quotations; identification of sources of funding and grant aid; presentation to the Parish Council.
- 5.8 The Playing Fields Committee shall be empowered to appoint subcommittees.

In general, sub-committees shall have a particular, limited purpose, for example to organise an event, to develop a project etc...

 - 5.8.1 Sub-committees therefore have a limited life and shall be disbanded once their purpose has been achieved.
 - 5.8.2 The Playing Fields Committee shall appoint the sub-committees from its own members.

- 5.8.3 In addition, the Playing Fields Committee may appoint up to an equal number of non-members who have expertise to offer in the area of interest of the sub-committee.
- 5.8.4 Each sub-committee is to operate within Terms of Reference approved by the Playing Fields Committee.
- 5.8.4 A sub-committee shall appoint its own Chairman and Secretary, and shall be bound by the applicable parts of this Constitution, including calling notices, agenda, public notices and minutes.

6. Financial Matters

- 6.1 The financial year shall be as specified by the Parish Council (and will normally end on 31 March).
- 6.2 The financial records shall be kept in such form as to enable separate accounts for the operations of the Playing Fields Committee to be produced and for such accounts to be readily incorporated into the accounts of the Parish Council and audited as such.
To this end, the Treasurer will maintain periodic liaison with the Clerk/Responsible Financial Officer of the Parish Council.
- 6.3 Bank accounts and investment and savings accounts shall be maintained as determined by the Playing Fields Committee, but must be ratified by the Parish Council.
- 6.4 Incoming funds - cash and cheques - shall generally be paid into the applicable account.
- 6.5 Expenditure shall generally be made by cheque. Two signatures shall be required on each cheque and on the back of the counterfoil - the Chairman, Vice-Chairman, Secretary and Treasurer may act as cheque signatories.
- 6.6 Intention to approve a payment shall be given in the Agenda for the meeting. Signing of cheques shall take place only when the payment has been authorised at a meeting and recorded in the minutes of that meeting.
- 6.7 Transfers between accounts shall be notified in the Agenda, approved at the meeting and recorded in the minutes.
- 6.8 The expenditure incurred by the Playing Fields Committee in carrying out its responsibilities to manage the land and facilities at the Westmarsh site will be within the limits set by the budget, which will be prepared annually covering the period April to March inclusive.
- 6.9 Income for the Playing Fields Committee will be mainly from hire charges, with a small amount from donations. To the extent that income does not meet expenditure commitments, a subsidy will be necessary from the Parish Council.
- 6.10 The level of subsidy, if required, will result from the preparation of the annual budget for the coming financial year. This budget and information as to subsidy required has to be available by the end of October for presentation to the November meeting of the Parish Council. This is so that the subsidy requirement can be included in the precept.
- 6.11 Monies raised by the '100 Club Lottery' and other fund-raising activities organised by the Playing Fields Committee will be kept separate from the operating account. Such monies may be used for a purpose decided by the Playing Fields Committee and approved by the Parish Council, except that structural alterations are not permitted without prior approval of the Parish Council.
- 6.12 Sub-committees shall not incur expenditure.

7. Amendments to the Constitution

- 7.1 Amendments to the Constitution may be proposed by the Parish Council or the Playing Fields Committee.
- 7.2 Any amendment will be put forward in its proposed final form of words, and be accompanied by a note setting out the reasons for the change.
- 7.3 The amendment may be accepted or rejected by the other party, or a meeting (usually officers only) may be held to clarify the issues.
- 7.4 The Playing Fields Committee will be mindful that it cannot take part in illegal activities, nor can it condone them in others. It also has a duty to be mindful of the interests of all parishioners.