

Avebury Parish Council

Avebury Community Sports and Recreation Committee: Terms of reference

Avebury Community Sports and Recreation Committee is a committee of Avebury Parish Council. These terms of reference were agreed on [7 June 2016] by the Parish Council and will be reviewed on [1 June 2017].

The Committee will consist of five members of the Parish Council and four other people not being members of the Council who will be invited to join to represent local interests. Other people may be co-opted as non-voting members over time, or other arrangements may be made such as creating an advisory group. The quorum for the Committee will be three, of which at least two will be members of the Parish Council. The Chairman shall be a member of the Parish Council and shall have a casting vote if there is an equality of votes.

Duties

The Committee will:

1. manage and maintain the grounds and manage, maintain and repair the pavilion
2. manage bookings and all uses of the pavilion and grounds
3. encourage people living in the Parish and surrounding villages to use the pavilion and grounds, and encourage a wide spectrum of activities, involving as many different interests as possible
4. use the recreation ground for :
 - i. sports, including continuing use for cricket and football
 - ii. recreation
 - iii. community benefit activities
 - iv. charity events benefiting parishioners
 - v. fund raising to meet running costs
 - vi. other similar uses
5. draw up and maintain a long term plan for the pavilion and grounds
6. draw up an annual budget for revenue and capital expenditure and agree it with the Parish Council. ACSReC shall have delegated authority to incur expenditure within the budget, and shall raise funds, with the support of the Parish Council, to balance the budget year on year.
7. decide on all normal operational matters, and make recommendations to the Parish Council for significant improvements to the pavilion and grounds
8. keep accurate and timely accounts and present them to the Parish Council and its auditors twice a year
9. obtain prior consent from the Parish Council for any item of expenditure exceeding £1,000
10. give an annual report on all the Committee's activities to the Parish Council.

The Committee shall have a Chairman, who shall have authority to decide on procedural matters, and a Treasurer. Both will be nominated by the Parish Council. The Committee shall meet at least quarterly.

The Committee will comply at all times with:

1. The terms of the lease between the National Trust and the Parish Council.
2. The Parish Council's rules including tendering procedures and requirements to declare interests.
3. Statutory obligations for Environmental Health and Health and Safety.