

# HATHERSAGE PARISH COUNCIL COMMITTEE TERMS OF REFERENCE



## Leisure, Facilities and Amenities Committee

*(formerly Recreation Committee, Amenities Committee and Burial Ground Committee)*

Version	Status	Date
01	Recommended	June 2023
	Approved	July 2023

Reviewed	Status	Next review
18.06.24	No change/s	2025

## 1 **Committee**

- 1.1 The Committee shall consist of five Hathersage Parish Councillors; the Chair and Vice Chair of Hathersage Parish Council are ex-officio members of all Parish Council Committees.
- 1.2 The Parish Clerk or Assistant Clerk shall attend all meetings and minute proceedings and resolutions. The Responsible Finance Officer and Leisure Facilities Manager will attend as required.
- 1.3 The Committee has the power to co-opt specialists from external organisations and/or with professional expertise as it sees fit. There shall be no more than two co-opted members serving on the Committee at any one time.
- 1.4 The quorum is three Hathersage Parish Council Councillors.
- 1.5 The Committee should, after the start of the Council year, appoint its Chair and Vice Chair from the Councillor members of the Committee.
- 1.6 In the case of a matter being put to the vote, only the Parish Councillors have the right to vote.
- 1.7 All committee business shall be conducted in accordance with the Parish Council's Standing Orders.

## 2 **Meetings**

- 2.1 Meetings shall normally be held monthly. Any Parish Councillor may instruct the Clerk to call a meeting at other times.
- 2.2 Notice of meetings shall provide three clear days' notice.
- 2.3 Time shall be set aside at the beginning of all meetings for members of the public to make representations, answer questions and give evidence at a meeting.
- 2.4 All meetings shall be minuted, and the minutes approved by the Committee at its next meeting. Draft minutes shall be published on the Parish Council website with ten clear days of the meeting.
- 2.5 The acts and proceedings of the Committee shall be submitted to Hathersage Parish Council for confirmation except where the Committee acts under powers delegated to it by the Parish Council, when its acts and proceedings shall be submitted for report only. This report may be by way of submission of the Committee's minutes to the Parish Council. The Parish Council may note a minute to be "not received" as a mark of disapproval of the Committee's action; otherwise the Parish Council is deemed to have approved the Committee's actions.
- 2.6 All powers listed in this document are delegated to the Committee except where there is a requirement to submit a recommendation to the Parish Council. All delegated powers shall in any event be subject to the condition that either a major

departure in policy or principle or any major formation of new policy or principle which would affect the use of the Parish Council's resources or conflict with the provisions of the Parish Council's policy plan shall be submitted to the Parish Council. In all cases the Committee, when exercising its delegated powers, shall act in accordance with standing orders and financial regulations and shall give effect to any resolution of the Parish Council upon matters of policy and principle. In case of doubt or difficulty the Committee shall submit the matter concerned to the Parish Council for approval.

### **3 Terms of Reference**

- 3.1 The purpose of the Leisure, Facilities and Amenities Committee is to provide facilities and services for use by residents, local businesses, and visitors. The Committee shall:-
  - 3.1.1 Provide, maintain, and manage the King George Field, children's play facilities, skate park, Multi Use Games Area (MUGA) and make recommendations to the Parish Council for investment and development to improve the physical and mental wellbeing of residents.
  - 3.1.2 Deal with the provision and maintenance of the Heart of Hathersage, public toilets, public seats, bus shelters and memorials, street and other signage, public noticeboards, salt and grit bins and litter clearance.
  - 3.1.3 Provide, maintain, and manage the Burial Ground and related services.
  - 3.1.4 Consider requests for maintenance and improvements of public spaces and village assets, working with third parties where applicable e.g. Derbyshire County Council and Derbyshire Dales District Council.
  - 3.1.5 Any other related activities on behalf of the Parish Council.

### **4 Delegated Powers**

- 4.1 In addition to any matters which are specifically delegated from time to time to the Committee there shall be delegated, subject to any statutory requirement, scheme or order, the following powers:
  - 4.1.1 To authorise any urgent steps to be taken to defend any proceedings instituted against the Parish Council in any court or tribunal including the briefing of Counsel, payment of monies into court and settlement of actions upon such terms as may seem advisable; and
  - 4.1.2 Assess any new or significant risks relating to the provision of recreational, amenities and burial ground facilities and services (apart from the swimming pool), taking immediate action when necessary and making recommendations to the Parish Council as appropriate.
  - 4.1.3 To appoint representatives to attend annual conferences so long as provision in estimates is not exceeded.

- 4.2 In exercising this responsibility the Committee specifically has the following powers:
- 4.2.1 To incur expenditure in the normal course of operations to the extent that such expenditure is included in the Parish Council’s budget.
  - 4.2.2 To incur expenditure in excess of the Parish Council’s budget when such expenditure is necessary to protect the Parish Council’s assets, to ensure the safety of the general public and employees or to enable the facilities or services to remain open.
  - 4.2.3 To delegate to the Parish Clerk the authority to order goods and services necessary for the routine operation and management of the facilities and services.
  - 4.2.4 To delegate to the Parish Clerk, in consultation with the Chair and Vice Chair of the Committee, the power to deal with matters affecting health, safety or insurance matters.
- 4.3 In exercising this responsibility the Committee does not have the following powers:
- 4.3.1 To incur individual items of expenditure more than £1,500.
  - 4.3.1 To change charges agreed by the Parish Council for admission to its facilities and/or use of its services.
  - 4.3.2 To change charges agreed by Hathersage Parish Council for burials, cremations, memorial benches, or related items.

**History of changes**

<b>Version</b>	<b>Date</b>	<b>Change detail</b>
01	20/06/2023	RABG Committees agreed to recommend to full Council that a single Committee was formed to deal with all recreational, amenities and burial ground matters.
02	18/06/2024	No changes.