

Premises and Recreation Working Party

Terms of reference, April 2014

Purpose / role of the group:

The Premises and Recreation Working Party is responsible for the following:

- Orpen Hall and John Lampon Hall internal and external fabric.
- Maintenance of car park.
- Storage Unit's internal and external fabric.
- Liaison with Hall Administrator relating to the day-to-day running of the Halls
- Liaison with Hall cleaners
- Maintenance and response to CCTV systems, fire and intruder alarm systems
- Maintaining Halls quality accreditation
- Maintenance of field markings on Lorkin Daniell Field and Poors Land.
- Liaison with West Bergholt Football Club & West Bergholt Heath Youth Football club.
- Maintenance of Children's play areas and equipment.
- Liaison with Social Club
- Liaison with Bergholt Youth Group.
- Liaison with West Bergholt Sports Club.
- Financial Budgeting and forecasting for committee.
- Communications Officer.
- Monitor any health and safety issues and inform Parish Clerk of concerns.
- Produce an action plan of issues arising from any of the above items and monitor progress and completion

Membership:

- The Working Party is open to members of the Parish Council including key members not elected or co-opted
- The Working Party will be made up of four people at least three of whom must be full PC members; the Chairman of the Parish Council is by default an ex-officio member but does not have voting rights
- Membership of the Working Party is for a nominal 12 months extendable through the auspices of the Annual Parish Meeting
- A Chairman and Vice Chairman is to be elected annually by its membership

Accountability:

- The Working Party is accountable to the PC and will make reports to it monthly
- An annual report on its activity will be published through the Annual Parish meeting

Working methods / ways of working:

- The Working Party will order and manage its work in the following ways
 - At least 10 meetings per year will be held at which proposals will be made to take to the full Parish Council
 - The Chairman or Vice Chairman may call ad hoc site meetings to be undertaken

- The Working Party may through the Clerk make general and specific queries to Colchester Borough Council or Essex County Council officers
- The Working Party may liaise with elected District or County Council members
- Methods of communication may include written reports or email correspondence either through the Chairman or the Clerk.
- Decisions will be taken by majority vote
- A quorum will comprise of at least three PC members

Meetings of the Committee:

- The Premises and Recreation Working Party will arrange its meetings as follows:
 - At least 6 meetings will be held per annum. Meetings will be held on the 2nd Thursday of the month unless advertised differently
 - Meetings will be presided over by the Chairman or if unavailable the Vice Chairman.
 - Meetings will be advertised on the village web site
 - An agenda will be published at least 3 clear working agreed prior to the meeting taking place.
 - The meeting will be open to the public and press
 - Minutes of the Minutes will be recorded and sent to the Parish Clerk for distribution to Parish Council members at least 1 week prior to the Parish Council meeting.

- **sharing of information and resources (including confidential materials)**
 - All copies of agendas and decisions, recommendations, letters, reports and correspondence will be held by the Clerk
 - An area of the village web site will be devoted to Environment and Highways matters

Review: These terms of reference will be reviewed annually