



QUEEN CAMEL PARISH COUNCIL

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AGENDA

Meeting of the Queen Camel Parish Council Playing Field Management Committee on 3rd March 2022 at the Memorial Hall, Queen Camel at 7.30pm

All members of the Playing Field Management Committee are summoned to attend

The meeting will begin after an opportunity for members of the electorate of the Parish to speak. This is restricted to approximately 15 minutes in total, but shall be at the Chairman's discretion.

PF02/01 Apologies for absence

PF02/02 Declarations of Interest

PF02/03 Chairperson's Report

Welcome to first meeting of PFMC and report on current situation (Background Papers)

- a) To **RECEIVE** details of members forming this committee
- b) To **RECEIVE** details of the objectives and processes of the PFMC.

PF02/04 To RESOLVE Member responsibilities

Identify required roles and appoint Members to those responsibilities. Including Chair, Minute taker, Pavilion, Playing Field (incl. Play Area and equipment), Administration, Marketing and Finance.

PF02/05 To RECEIVE PFMC Terms of Reference.

PF02/06 To RECEIVE Policies and Risk Assessments

PF02/07 Playing Field Development Group

To **RECEIVE** an update relating to the development of the Field

PF02/08 Playing Field Management (Background Paper)

To **RECEIVE** details of completed actions

To **RESOLVE** actions to be allocated/progressed.

PF02/09 Club Reports

To **RECEIVE** updates from PFMC member clubs

PF02/10 Finance Report

To **RECEIVE** financial set up for the PFMC

To **NOTE** details of budget and expenditure for PFMC

To **RESOLVE** any identified spending anticipated during this reporting period

Elaine Owen Parish Clerk

Date of next meeting: Monday 25th April 2022, Marples Room, Memorial Hall. All items for Agenda by 18th April 2022

QCPC PFMC 3/3/2022 Agenda posted 25/2/2022