



QUEEN CAMEL PARISH COUNCIL

Clerk: Cherry Toop

e-mail: clerk@queencamelpc.org.uk website: www.queencamelpc.org.uk

Playing Field Committee (Pfc) - Terms of Reference

Adopted at the Council Meeting of the Parish Council on 18th March 2024

1. Purpose

The Pfc of the Parish Council (PC) has been established with a purpose of providing an opportunity for members of the community to be involved in effectively managing and maintaining the village Playing Field (PF) and to promote and support the health and wellbeing of parishioners and other users. The Pfc is a working group of the PC and should be distinguished from the old PFC which was an independent charity which was dissolved in [2022].

2. Definition of the Playing Field

The PF is defined as the land adjacent to Green Lane owned by the PC (including the area of land in the north part of the field presently owned by Somerset Council, but under licence to the PC) along with the buildings and equipment thereon.

3. Governance

3.1 Membership

3.1.1 The Pfc will consist of a maximum of 9 members, with a minimum of one Parish Councillor. The other 8 members to be parishioners or representatives from the village sports clubs or other village organisations using the PF or facilities adjacent to it.

3.1.2. The Pfc's membership will be ratified by the PC annually at its Annual Meeting in May, including the person responsible for finance (Treasurer) who must either be a Parish Councillor or specifically approved by the PC for the role. The Treasurer will liaise closely with the Clerk to ensure all expenditure is appropriately approved by the PC and should attend the PC's Finance, Personnel and Risk Committee (FPRC) as required.

3.1.3 The Chair and Secretary (and minute taker) will be elected by the members of the Pfc annually, usually at its first meeting after the PC's Annual Meeting.

3.1.4 The Pfc will maintain a list of members and PF volunteers and fill vacancies as and when they arise. Vacancies/additional membership may be filled by parishioners, or field users, through self-referral to the Pfc. Members will vote to accept new members and will inform the Clerk of the names of those appointed.

3.1.5 Members will act in good faith in the interests of the parish and whole community.

3.2 Meetings

3.2.1 A minimum of four meetings will be held each year, on a quarterly basis. Additional meetings can be called at the discretion of the Chair, including on request from members of the Pfc.

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3.2.2 Meetings should normally be held in public to encourage members of the community to come and support.

3.2.3 The quorum for a meeting shall be four members. If the designated PC representative cannot be present the PC should send another representative. In the event of no PC representative is available the meeting may proceed.

3.2.4 In the event of the PFC Chair being absent, the first business of the meeting will be to elect a member to chair the meeting.

3.2.5 Minutes (particularly the list of actions) will be taken by the Secretary and a copy provided to the Clerk.

3.2.6 Where the PFC or any member of it considers that a decision has a reputational impact, significant cost or long-term implications to the community, the decision should be referred to the PC for consideration and approval at its next meeting.

3.3 Reporting and action.

3.3.1 PF activities will be a standing item on the PC meeting agendas. A PFC representative should attend all PC meetings to provide a short verbal report, or, failing that, a written report or minutes of the last PFC meeting.

3.3.2 The PFC should publish information through a page on the PC website, WhatsApp Queen Camel Community Noticeboard, and through the Clerk.

3.3.3 The PFC will provide an annual report, including a financial overview, prior to the PC's Annual Meeting, at which its operations will be reviewed.

3.3.4 The PFC should provide an update on PF matters to the Annual Village Meeting.

3.3.5 Day to day PF correspondence will take place through the Chair or Secretary. Formal communication with external organisations will normally be made through the Clerk. All relevant correspondence will be reported to the PC via the Clerk.

3.4 Financial management

3.4.1 In order to discharge the day-to-day running of the PFC the Treasurer as a parish councillor may authorise expenditure up to £500 per calendar month, so long as the expenditure does not exceed the annual budget for such an item. Such expenditure will form part of the PFC's next report to the PC. The PC's bank card must, however, be held by a parish councillor on the FPRC.

3.4.2 The Treasurer, in consultation with other PC members and the Clerk, may move amounts between allocated budget codes, so long as the overall spend does not exceed the PFC's annual budget.

3.4.3 Items outside of the above arrangements, e.g. emergency repairs, shall be dealt with as set out in the PC's Financial Regulations..

3.4.4 The PFC will review its anticipated revenues and costs each year and submit an itemised budget request to the Clerk each October to cover anticipated costs for the following financial year.

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3.5 Other relevant documents

These Terms of Reference are subject to the PC's Standing Orders and Financial Regulations. These documents and the PC's Volunteers' Policy and Volunteer Risk Assessment can be found on the PC website.

4. Privacy

4.1 The names of the PFC members will be reported in the minutes of the Annual Meeting of the PC.

4.2 Contact details of the PFC members shall be supplied to the Clerk by the Chair of the PFC. By joining the PFC members consent to their address, email address and telephone number being stored electronically and made available to other members of the PFC and the Clerk in accordance with the requirements of GDPR.

5. Responsibilities

The PFC, in conjunction with the PC, is responsible for all aspects of the day-to-day running of the PF, Pavilion and Play Area and any additional facilities provided. This will include the following specific responsibilities:

5.1 To ensure the PF, Pavilion and Play Area are maintained to an acceptable standard for sporting activities and that the level of cleanliness and repair of the various facilities can be used by the public and clubs in safety and comfort.

5.2 To consider any concerns raised by members of the public, sporting clubs, or users of the PF and its facilities and report these to the PC as appropriate.

5.3 To maintain with the Treasurer an overview of income and expenditure and to manage spending on day-to-day management.

5.4 To set annually hire fees for the facilities and to recommend any proposed changes to the PC for their consideration and agreement, putting agreements in place ensuring the security and protection of the users of the field and the position of the PC.

5.5 To work with all clubs and groups that use the PF, appreciating their needs and requirements in order to maintain a close relationship and cooperation between them and the PMG to maximise the benefit of the facilities.

5.6 To encourage volunteers willing to assist in maintenance and management of the PF, ensuring they are supported, with the PC organising training when necessary, in performing their role and are aware of the Risk Assessments pertinent to that role. The PFC will provide a regular update on all volunteers assisting at the PF so that they are covered by the PC's insurance.

5.7 To maintain a booking system for the facilities.



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5.8 To co-ordinate activities on the PF that benefit the recreational and mental wellbeing of the community.

5.9 In liaison with the PC to ensure annual and periodic inspections take place relating to the safety requirements of the facilities and equipment.

5.10 To review Risk Assessments annually.

5.11 To provide the required information to the Clerk for the annual renewal of the PC Insurance policies covering the PF, buildings and equipment and comply with any conditions as necessary.

5.12 In liaison with the PC, where possible to manage and maintain the site in an environmentally sustainable way, seeking to improve biodiversity.

5.13 To promote and maximise the use of the PC facilities and to encourage public participation thereon and, where possible, generate revenue to support the cost to the parish in providing these facilities.

5.14 To identify and make recommendations to the PC for improvements to facilities or equipment so that annual budgets and longer-term plans can be established.

6 Annual Review of Terms of Reference

These Terms of Reference will be reviewed annually at the PC's Annual Meeting.