



STOKE MANDEVILLE PARISH COUNCIL

LEISURE COMMITTEE

TERMS OF REFERENCE

The Leisure Committee is appointed by and responsible to Stoke Mandeville Parish Council.

The Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers.

Membership

Membership shall consist of no more than six members of the Council who shall be appointed by the Council at the Annual Meeting. Other members of the Council may attend but shall not have voting rights.

The Chairman shall be elected at the first meeting of the Committee after the Annual Council Meeting.

Quorum

The Quorum shall consist of three members of the Committee.

Responsibilities

1. To consider and recommend to the Council active and passive leisure opportunities and facilities for residents in the parish of Stoke Mandeville.
2. To be responsible for the strategic development and delivery of the Council's leisure services as may be agreed by the Council, including the Community Centre and Queen Elizabeth II Field, Eskdale Road and any future leisure facilities which may be provided within the parish.
3. The Committee will be responsible for identifying and seeking funding for leisure, sport and play equipment as may agreed by the Council
4. The Committee will manage any special events and occasions which the Council may deem to provide.
5. The Committee will consider capital programmes and maintenance contracts, including that for grass cutting of the Queen Elizabeth II Field.
6. The Committee will liaise with the Stoke Mandeville Village Community Association concerning the management, upkeep and maintenance of the Community Centre, attending any meetings as may be necessary and making recommendations therefrom to the Council.
7. The Committee will be responsible for the monitoring and reporting to the Parish Council on all safety aspects of Leisure, play and sports equipment owned by the Parish Council and placed in the parish.

Delegated powers

The Committee makes recommendations to the Council regarding the matters in debates. The Committee is however given full delegated power with regards to the following activities;

- a) To consider and approve requests to rent the field for events

Meetings

- The Committee will meet bi-monthly.
- Meeting dates for a year will be agreed by the committee in advance.
- The Committee will elect a Chairman for the year at the first meeting after the Annual Council Meeting. In the absence of the Committee Chairman, the first order of business shall be to nominate a Chairman to preside at the meeting.
- Committee meetings will be minuted by the Clerk of the Council.
- Committee members are expected to abide by Stoke Mandeville Parish Council's Code of Conduct at all times.