



## **Plumpton Parish Council**

### **King George V Playing Field Committee Terms of Reference**

**Adopted 12<sup>th</sup> January 2021 Minute Ref: 117d(iv)**

The Playing Fields Committee is one of the committees of the Parish Council. As a charity the Playing Fields Committee (like the Village Hall Committee) is different to other Parish Council committees such as Transport and Environment or Finance. Charitable status (Reg 1070459) was awarded in 1936. In 2007 the Parish Council covenanted with the National Playing Fields Association (now Fields in Trust) that it will not dispose of all or any part of the playing fields or erect any building without the prior consent of Fields in Trust.

The Playing Field Committee structure is as follows:

- 1 Formed of more than one councillor, Parish Clerk, Village Hall Manager and playing field users (normally the chair of each user group), attend committee meetings.

Responsibilities for any proposed changes to and working within the Parish Council Financial Regulations and Standing Orders and requirements of the Charities Act, include:

- The maintenance of the Playing Fields as a recreation ground (see appendix 1).
- Ensuring that as far as possible, the Playing Fields offer value for money to the residents of Plumpton. This includes making recommendations to the Parish Council for increases in rents, club subscriptions and hire costs and local fundraising e.g. jumble sales.
- As with all committees the Playing Fields committee is subject to the Parish Council Financial Regulations and works within the regulations set out in the Plumpton Parish Council Standing Orders.
- Land and buildings including structure.
- Meet all relevant health and safety requirements including those for visitors, hirers and council staff.
- Ensuring any capital projects are identified, recommended to the full Parish Council and, if approved, supervised to ensure proper and prompt delivery.
- Provide adequate training to council staff under the parish council's training policy.
- Hold regular meetings (every six months as required) and apply decision making procedures as required and report back for approval to Parish Council.

### Election of the Chair.

As with all committees the election of the chair will take place at the Annual Meeting of the Parish Council in May of each year. The elected chair will hold their seat for 12 months and can be re-elected with no maximum number of years they can hold seat.

If the Chair is unable to attend a committee meeting the members present will agree the committee Chair for that meeting from one of the other parish councillors present.

### Quorum

The quorum for the Playing Field Committee is three of whom 2 must be parish councillors.

### Delegated Powers

The Parish Council can, where appropriate, delegate powers to a committee (excluding setting of precept). The Playing Field Committee does NOT have any delegated powers.

### Governance

In order to fulfil their roles as trustees (parish council members only), the Playing Field Committee is a standing agenda item at Parish Council meetings.

### Publication of meeting information

As with all parish council committees and as per the councils standing orders, the date, time and agenda of all Playing Field Committee meetings must be published at least 3 clear working days (excluding weekends and public bank holidays) before the meeting, on relevant Parish Council boards and website. The minutes of the meeting are to be published and must be signed by the Chair at the next meeting. Any relevant information on actions taking place between meetings are provided via reports at full Parish Council meetings.

### Attendance, representation and voting at Parish Council Committee meetings

Members of the public may attend such meetings and will be given the opportunity to speak on matters of concern to them as allowed under the parish council's Standing Orders.

'Stand in's for User representatives are very welcome at committee meetings as they provide a valuable service in maintaining communication between the various groups using the Playing Fields and the Pavilion. 'Stand ins' are not able to vote.

Councillors not on the Parish Council Playing Field Committee may attend such meetings but are not entitled to vote at such meetings.

## Appendix 1



### King George's Field Plumpton Green

Registered Charity 1070459

### Appointment of Trustees

By a Conveyance dated 4<sup>th</sup> September 1936 made between Albert John Wells and Frederick Henry Wells of the first part and the Parish Council of Plumpton (the Council) of the second part all that Property known as The Football Field measuring an estimated 11.047 acres was conveyed to the Council to hold as and for a recreation ground.

By a Declaration of Trust dated 22<sup>nd</sup> February 2007 by the Council as beneficial owners declared that the Property was to known as King George's Field Plumpton Green to be held on trust as a public playing field for the benefit of the public and dedicated as a memorial to King George V. The Council further covenanted with the National Playing Fields Association that it would not dispose of all or any part of the Property or erect any building on any part of the Property without the prior consent of the Association.

The Council declare that as Trustees of the Trust established by the above provisions that trustees shall be members of Plumpton Parish Council for the time being and as such shall cease to be trustees on resignation, retirement or expulsion from office whereby an application shall be made to the Charity Commission to amend the Register.

The Trustees may appoint additional trustees and remove the same by resolution at a Meeting of the Parish Council (Annual Meeting May).

The Trustees will agree to carry out the role and responsibilities of a trustee by execution of the document Appendix 1 and a register of this will be maintained.