

THURSTON PARISH COUNCIL

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TERMS OF REFERENCE FOR THURSTON RECREATION GROUND CHARITY COMMITTEE

Recreation Ground Charity (Charity Number 304946)

The Committee holds Delegated Powers from the Council in the operation of the Recreation Ground Charity, which covers the recreation ground, car park and sports pavilion on Church Road. The Parish Council is the sole trustee of the Charity.

All meetings relating to the Charity and its transactions will be taken at meetings specifically called for that purpose. All such meetings will be convened and clerked in accordance with basic Charity Law.

The committee is to comprise a minimum of six members of the Parish Council with a Chairman who will be elected annually at the Statutory Annual Meeting of the Parish Council. Five members of the Committee will constitute a quorum. **The Committee may nominate Councillors to act as substitutes to ensure that all meetings are quorate.**

Meetings to occur on a monthly basis subject to any matters that may require attention or discussion.

Such meetings will be scheduled for the year and called by the Parish Clerk as Proper Officer to the Council.

The Deputy Clerk will provide full administrative support for the Committee. Minutes of all meetings will be recorded by the Deputy Clerk, or any member nominated at the meeting.

The Council's Standing Orders on the rules of debate (except those relating to standing and to speaking more than once) and the Standing Order on interest of members in contracts and other matters will apply to this committee.

If the numbers of the Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned, and any such business not transacted shall be transacted at the next meeting or on such other day as the Chairman shall arrange.

Responsibilities of the committee with regards to the Recreation Ground, Church Road:

1. To keep under review the provision of the sports and recreational facilities for the residents of Thurston at the Recreation Ground on Church Road.
2. To oversee the upkeep, maintenance and improvement of the above area, including trees, hedgerows, ownership/responsibility signs and sports pavilion.

3. To ensure monthly inspection sheets are completed and submitted to the Deputy Clerk for the area, highlighting remedial action required.
4. To review and set the level of the annual fees for use of the sports pavilion on the Recreation Field on Church Road.
5. To prepare and set the budget and maintain and administer separate accounts for the Thurston Recreation Ground Charity No. 304946 for the Recreation Area on Church Road.
6. To manage use of the recreation ground on Church Road which shall include the granting of licences for regular use.
7. To prepare an annual report to summarise the work undertaken in the exercising of its delegated powers for consideration by the Parish Council.

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