

# THURSTON PARISH COUNCIL

Parish Council Office  
New Green Centre  
New Green Avenue  
Thurston  
IP31 3TG



Tel: 01359 232854

e-mail: [info@thurstonparishcouncil.gov.uk](mailto:info@thurstonparishcouncil.gov.uk)

website: <http://thurston.suffolk.cloud>

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## TERMS OF REFERENCE FOR THURSTON RECREATIONAL FACILITIES COMMITTEE

### **Purpose of the committee:**

The committee is established to manage, maintain and improve the sports and recreational facilities on behalf of the Parish Council.

The committee is to comprise a minimum of **four** members of the Parish Council with a Chairman who will be elected annually at the Statutory Annual Meeting of the Parish Council. Three members of the Committee will constitute a quorum.

Meetings to occur as a minimum of one per quarter or 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. Minutes of all meetings will be recorded by the 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:**

1. To keep under review the provision of the sports and recreational facilities for the residents of Thurston at the following locations:
  - Recreational Field at Church Road
  - Recreational Park at New Green Centre
  - Recreational Ground at Heath Road
2. To ensure monthly inspection sheets are completed and submitted to the Clerk for the above areas, highlighting remedial action required.
3. To ensure that annual safety inspections are carried out to meet legal requirements for the above spaces.
4. To lead on and approve tenders for all aspects of maintenance and ground works for these areas in accordance with the Parish Council's financial regulations.
5. To manage use of the Parish Council's recreational grounds which shall include the grant of licences for regular use.

6. To advise the Parish Council of the impact of proposals by owners or occupiers of land that may affect its recreational and sports facilities.
7. To review and set the level of the annual fees for use of the sports pavilion on the Recreation Field on Church Road.
8. To review and recommend byelaws for the Parish Council's recreational and sports facilities.
9. To work in partnership with the Saferneighbourhood Team to alleviate anti-social behaviour and vandalism in/on the Parish Council's sports and recreational facilities.
10. To work in partnership with appropriate funding bodies to improve the Parish Council's recreational and sports facilities.
11. To put forward to the Parish Council, in conjunction with the Policy & Resources Committee and/or Parish Infrastructure Investment Group, proposals for any improvements, developments or any capital expenditure when requesting funding for the following year.
12. To prepare an annual report to summarise the work undertaken in the exercising of its delegated powers for consideration by the Parish Council.
13. 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.