

# **Tarporley Parish Council**

## **Outdoor Sports & Recreation Committee Terms of Reference**

1. The purpose of Outdoor Sports & Recreation Committee (referred to henceforth as the 'Committee') is to oversee the development of Outdoor Sports and Recreation facilities based at the Brook Road field to be undertaken in coordination with the Tarporley Community Centre.  
All Committee members must be given a copy of these terms of reference and confirm that they have read, understood and agree to abide by them by returning a signed copy to the Clerk of the Parish Council.
2. The Committee will develop, monitor and review a plan, processes and budget necessary to deliver a outdoor sports and recreation facility at Brook Road that meets identified community needs. In doing so the Committee will work to establish a charitable trust that will manage all activities associated with the development and use of the field. The Parish Council role in the trust will be limited to councillor membership of the trust and that of custodian trustee holding title to the land. Prior to the establishment of the trust all substantive proposals by the Committee will be subject to ratification by the Tarporley Parish Council.
3. The Committee will consist of a maximum of ten persons covering a broad representation of community sporting and recreational organisations that are potential site users. At least three members will be Parish Councillors, one member will be a Community Centre representative and one member will be a non-sporting organisation representative of those dwelling immediately adjacent to the site. No more than one representative or person with close connection to any one outdoor sports or recreational club will be a member of the committee. The Parish Council will agree membership of the Committee. Representatives from Cheshire West and Chester Borough Council will be invited to meetings in a contributing but none voting capacity.
4. The Group shall elect a Chairman and Deputy Chairman from their number, one of which must be a Parish Council member. If the Chairman is not present, the Deputy Chairman shall take the meeting. If neither is present, members shall elect a Chairman for the meeting from amongst their number. A secretary will be appointed to ensure the proper taking of minutes. The quorum for the Committee will be five members at least one of whom must be a Parish Councillor.
5. The Committee will publish agendas, advertise its meetings with 3 days notice, (meetings are to be open to the public) and agree and publish minutes. Copies of the agendas and minutes will be provided to Tarporley Parish Council. A time will be set-aside at the start of each meeting for members of the public to address the Committee.
6. Members of the Committee who have a prejudicial interest in a matter on the agenda must declare that interest and if the interest is of significant pecuniary value to themselves or the club/organisation that they represent then they must not vote on that item.
7. The Committee must solicit views from the broadest range of interested parties including parishioners, outdoor sports, recreational and other organisations.
8. The Chairman, a Parish Councillor Member and the Parish Council Clerk can jointly agree expenditure of up to £100. Expenditure over £100 must be referred to Tarporley Parish Council. For items over £500 three separate quotations must be obtained and the lower selected unless sound justification can be provided for a higher priced quotation.
9. The Committee may initiate working groups for specific tasks reporting back to the Committee. A member of the Committee will normally be a member of the working group. The working group should keep a record of its activities but is not required to publish formal agendas etc.