

STEYNING PARISH COUNCIL

COMMITTEE TERMS OF REFERENCE

In the context of these Terms of Reference the Proper Officer is also the Responsible Financial Officer and Steyning Centre Manager

Playing Fields Committee

Main functions: To manage and make decisions on the management of all Parish Council playing fields and open spaces and the Village Greens (VG 65 and 93); the provision and maintenance of playground and other equipment and recreational buildings; the provision, management and maintenance of trees situated on parish owned land and the provision and management of allotments. To make recommendations to the Council on any matters it deems necessary.

- (a) To prepare an annual budget for submission to the Finance & Community Committee (F&C) before the end of the fiscal year.
- (b) To monitor the Committee's monthly and annual budget and to advise the F&C Committee of any potential overspend.
- (c) To be responsible for and make decisions on any matter delegated to it by the Council or any other Committee or, any matter deemed appropriate for this committee.
- (d) To delegate authority to the Proper Officer and/or Councillors such actions as it deems necessary to ensure that the Committee's decisions are carried out efficiently and expediently and to ensure that the Proper Officer and/or Councillors report back to the Committee on what actions have been taken on its behalf.
- (e) To ensure that the Proper Officer complies with any delegated authority that he/she may be given from time to time by the Committee
- (f) To be responsible for and make decisions where appropriate on the following;
 - (i) To administer and oversee the effective management of the Village Greens (VG 65 and 93) (Memorial Playing Field) and all open spaces and to have due regard for South Downs National Park purposes.
 - (ii) To ensure that all clubs operate with consideration of the Village Green purposes and protocols.
 - (iii) To maintain and provide play areas and to arrange monthly and yearly play equipment inspections; to provide and maintain public seats as required and to maintain all other equipment and fencing.
 - (iv) The provision, management and maintenance of trees and hedgerows situated on parish land owned by the parish.
 - (v) To deal with grass-cutting contracts and agreements and to monitor all grass-cutting.
 - (vi) To monitor and take measures concerning dog fouling of recreation/sports areas controlled by the Parish Council.
 - (vii) To deal with Public Footpath matters.
 - (viii) To oversee, manage, and allocate public allotments.
 - (ix) To deal with other matters that may from time to time be delegated by Full Council or those that are deemed appropriate for this committee.
- (g) The maximum membership of this Committee is 7.