

WILLINGTON PARISH COUNCIL

TERMS OF REFERENCE

RECREATION AND ACTIVITIES COMMITTEE (RAC)

These terms are supplementary to, and do not override, the Parish Council's Standing Orders &/or Financial Regulations.

This Committee is appointed under s.101(2) of the 1972 Act.

Membership of the Standing RAC Committee

6 Members of the Council

1 Non-Members of the Council (s.102(3) of the 192 Act)

Only Parish Council Committee Members can vote – *except for in respect of the management of land owned or occupied by the Council. However, this does not include making decisions about the total amount of money which may be spent by the Council in a financial year in respect of land or a festival. Regulation 3 of the Parish and Community Councils (Committees) Regulations 1990 (S1 1990/2476).*

All Members of this Committee who are non-Council members will be subject to the Council's code of conduct if they participate in voting on any question outlined above*.

Meetings

1. The Committee will meet every month on the third Monday at 7.00 pm, with the exception of August and December when there will be no Meeting.
2. This Committee Meeting will be called in line with WPC's Standing Orders and Financial Regulations, and public and the press will have the right to attend. There will be public speaking at the start of every Meeting.
3. In respect of additional ordinary meetings of the RAC Committee, the Committee Chairman in consultation with the Clerk, may determine the date and time of its meetings.
4. All Members of this Committee shall be appointed at the Annual Council Meeting, and remain as a Committee Member until the Annual Meeting of the following year, unless this is preceded by resignation.
5. Any changes in membership of the Committee after the Annual Parish Council meeting will be subject to approval at the next Parish Council meeting.
6. Election of the Committee Chair will be determined at the Annual Council Meeting.
7. The Clerk or other appropriate officer will record meetings.
8. Standing Orders on rules of debate and all other matters shall apply.
9. Quorum shall be a minimum of one third of total members of the Committee or no less than three.
10. This Committee does not regulate or control finances of the Council.

Purpose of the Committee

The Committee is established to promote the community within the Parish of Willington and to handle all communications between the Parish Council and the Community regarding amenities.

Responsibilities include, but are not limited to;

1. Organise community events within Willington and liaise with external organisations in the village regarding festivals, carnivals and events and have a shared promotion.
2. Organise a Parish Newsletter. This Committee has delegated powers to produce this newsletter. All invoices must be authorised by Council.
3. Manage Willington Parish Council playing fields, parks, station garden, village green, planters and any other key areas of Parish Council land (either owned, managed or for which a licence is held), (for the avoidance of doubt, public open spaces are the responsibility of the FOSG).
4. Protect the Parish Council assets and search for opportunities to improve and develop the village, including bins, bus shelters, etc.

Reporting and Accountability

The Committee will only have the power to make recommendations which will be ratified at the next full meeting of the Parish Council.

Other matters may be considered by Full Council that are deemed significant enough to require it's consideration or approval.

Review arrangements

The committee will be a standing Committee of the Council. The appointment of the Committee will be considered at the Annual Council Meeting who may decide to alter or dissolve the Committee as required.