

# **Willington Parish Council**

## **Recreations and Activities Committee**

### **Terms of reference**

#### **Purpose of 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. The following responsibilities apply:

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 will have delegated powers to produce this newsletter.
3. Manage Willington Parish Council playing fields; parks; station garden, village green; planters and any other key areas of Parish Council Land.
4. To promote the role of the Parish Council within the community of Willington, including noticeboards, social media and the website.
5. Protect the Parish Council assets and search for opportunities to improve and develop the village, including, bins, bus shelters etc.

#### **Members**

Members of the Committee will be elected councillors of the Parish Council and will be appointed at the Annual Parish Council Meeting. The Chairman will also be a Parish Councillor and be appointed at the Annual Parish Council Meeting. Non Parish Councillors may be elected onto the Committee provided they are representing one of the organisations within Willington. They will be elected at the meeting by a show of hands from elected members and recorded in the minutes. All Committee members shall stay on the Committee until the next Annual Parish Council meeting unless they have left prior, of their own accord.

#### **Meetings**

The Committee will meet every month on the third Monday of the month with the exception of August and December when there will be no meeting. The quorum for a meeting will be 3 members of the committee. The meeting will be advertised on the Parish noticeboard, website and the public and press have the right to attend. The committee will follow the Parish Council Standing Orders and Financial Regulations at all times.

## **Responsibilities**

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

Approved at the Full Parish Council Meeting on 12<sup>th</sup> April 2016

Signed:

Role:

Date:

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