



BURGHFIELD PARISH COUNCIL

Terms of reference for the Community Committee

1. Authority

The Community Committee is appointed by, and solely responsible to, Burghfield Parish Council. The Committee's duties are defined and agreed by the Parish Council, which may vote, at any time, to modify the Committee's powers. A minimum of 4 meetings per year are to be held with additional meetings as required.

2. Membership

The Committee will consist of no fewer than 4 elected Parish Councillors. The election of a Chairman will be the first business transacted to preside over future meetings – to be re-elected each year following the Annual Parish Council meeting. Quorum will be no fewer than 3 elected members. An additional 3 persons, who are not members of the Parish Council, may be co-opted to the committee to provide expertise and guidance on a specific issue for a limited time. Co-opted members will not have voting rights. The Chairman & vice Chairman of the Parish Council will have automatic membership and full voting rights.

3. Records of Proceedings

The Committee will meet as detailed above. Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors for information and adoption at the next parish council meeting. The Parish Clerk will be responsible for arranging the distribution of the agenda & minutes. Minutes will be recorded by the Clerk. The minutes will be published on the Parish Council website.

4. Responsibilities

The committee is responsible for an overview of the following aspects specifically: -

1. To appoint a Chairman at the first meeting following the Annual Meeting of the Parish Council.
2. To confirm the membership and frequency of meetings for the ensuing year following the appointment of the committee at the Annual Meeting of the Parish Council.
3. To bring any matters requiring URGENT action to the attention of the committee
4. To deal with any issues raised in relation to the overall maintenance of the Parish
5. To oversee the management and improvement of the Council's recreational facilities
6. To deal with any administrative issues for the Common and Hatch allotments
7. Agree and monitor contracts for the maintenance of any Council owned facility within the jurisdiction of the committee

8. To present recommendations in relation to fees for the use of any council owned facility
9. To oversee the maintenance of the 4 parish owned recreation grounds, (including children's play areas) the Common and Hatch allotments and Open spaces within the Parish.
10. Annually review the facilities within the parish to ensure full compliance with Health & Safety requirements.
11. Make recommendations for improvements within the parish, taking into account any potential or additional equipment required.
12. Review the annual inspection of the recreation ground equipment by an outside agency.
13. Review and consider any items raised within the annual and weekly play area inspections
14. To liaise with the Willink Leisure Centre to ensure full compliance with the Parish Councils expected level of service for parishioners
15. To deal with any other matter that a meeting of the Parish Council considers appropriate to be referred to the Community Committee.