

# **Terms of Reference**

## **Hospital Hall Play Facilities Sub-Committee**

### **1. Authority**

The Play Area Sub-Committee is appointed by, and responsible to Hospital Hall Management Trustees (The Hall Committee). The Committee's duties are defined and agreed by the Trustees, which may vote, at any time, to modify the Sub-Committee's powers and/or these Terms of Reference. The Hall Committee may at any time dissolve or alter membership of the Sub-Committee.

### **2. The Membership**

The Sub-Committee Members (known as The Membership) will consist of:

One elected parish Councillor

One Member of the hall committee (excluding the Play Facilities representative to the Hall Committee)

The Play Facilities Representative to the Hall Committee

No fewer than 2 other members may be co-opted to provide expertise and guidance.

The Sub-Committee shall be no fewer than 5 and no larger than 9 in size.

The Trustees will have authority to appoint or change members of the Sub-Committee and none shall hold office later than the next Annual General Meeting of the Hall Committee. All on the Sub-Committee have a voting right to make recommendations to the Trustees in terms of expenditure and project implementation, as well as to provide appropriate signatories and due process to support grant applications and project delivery.

At its first formal meeting the Sub-Committee will elect a Chairman to preside over future meetings – to be re-elected each year at its first meeting following the Annual General Meeting of the Hall Committee.

The Sub-Committee will elect a Vice Chairman if thought appropriate.

A quorum will be 4 of The Membership.

### **3. Objectives**

The Sub-Committee will seek to maintain & provide appropriate play area, recreational facilities and associated opportunities for the children and young people of Hawkesbury Parish, and specifically in the short term, develop a skate park on land adjacent to the football pitch on the land in trust to the Trustees.

The Sub-Committee is given delegated powers to proceed with project implementation and associated agreed expenditure, so long as this in full accordance with plans and timetables agreed with the Hall Committee, in consultation with the Parish Council.

#### **4. Records of Proceedings**

The Sub-Committee will meet at least quarterly and will be open to the public.

Written minutes will be taken to record the Sub-Committee's deliberations and these will be circulated and reported to the next Hall Committee meeting.

#### **5. Responsibilities**

The sub - committee is responsible for:

- The development of plans, including preparation and submission of funding applications, project implementation and maintenance of the children's play area & skate park
- Appropriate expenditure within delegated budget
- Risk assessment on the play area and skate park as appropriate
- Ensure that all contract and financial transactions remain with the Hall Committee and that the Hall Committee have the opportunity to comment on and approve all such proposals put forward by the Play Area Sub-Committee before they are enacted.
- Ensuring the Parish Council is aware of any developments and their position with regards to planning for the benefit of the parish community

Dated: 10th July 2012