

Abbotts Ann Sports Field Group

Terms of Reference

Name

1. The name of the working group is the Abbotts Ann Sports Field Group (AASFG).

Objective

2. To advise Abbotts Ann Parish Council (AAPC) on the management, maintenance, operation and improvement of the Bulbery sports field and pavilion as one of the main recreational facilities for the benefit of the inhabitants of the Parish of Abbotts Ann, not including the play area equipment and skate park which remains the remit of the Parish Council.

Ownership and collaboration

3. The Bulbery sports field, pavilion, stores and outbuildings are owned by AAPC, and the Terms of Reference set out below are approved by AAPC.
4. Any powers exercised by the AASFG are done so on behalf of and in collaboration with AAPC. These Terms of Reference do not in any way seek to delegate legal or financial responsibilities held by AAPC in relation to the facilities.

Powers

5. In line with the objective set out in paragraph 2, the AASFG will have the following powers:
 - a) To manage the booking system for the facilities to maximise their use for the good and benefit of the local community. To support the management of bookings and the hire of the facilities, AAPC shall support AASFG by maintaining, the accounts for all transactions as a specific purpose fund for the sole purpose of supporting the facilities detailed in paragraph 4.
 - b) To produce a draft hire agreement, fees table, privacy notice and consent to hold personal data form for hirers, for approval by AAPC.
 - c) To continue to provide, develop and maintain a safe, legally compliant, challenging and stimulating recreation area for the benefit of all residents and visitors in the village of Abbotts Ann in collaboration with AAPC.
 - d) Engage with the wider community and organisations with an interest in using the facilities for community purposes and promote the use of the facilities within the parish and beyond its boundaries.
 - e) Work with AAPC to agree annual budgetary provision, based on income generation, to ensure facilities are fit for purpose, maintained and kept clean. AAPC shall assist in the implementation of supporting contracts (such as grounds maintenance and cleaning) as required.
 - f) To engage such consultants and advisors as are considered appropriate from time to time to make recommendations as to how to improve the facilities.
 - g) To provide a Statement of Requirement/or specification of works for maintenance/improvement projects to enable AAPC to obtain suitable quotations.

- h) To liaise with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations, all with a view to furthering the working group's objective.
- i) To take such steps as may be deemed appropriate for the purposes of raising funds for the working group's activities.
- j) To advise AAPC on available grants, donations and legacies of all kinds (and to advise AAPC to accept any reasonable conditions attaching to them).
- k) To publicise and promote the work of the working group and organise meetings, fundraisers and events etc.
- l) AAPC, on behalf the AASFG, shall maintain the accounts for all transactions as a specific purpose fund for the sole purpose of supporting the facilities detailed in paragraph 4 and shall ensure that the accounts are audited annually.
- m) AAPC shall ensure that the facilities remain legally compliant and direct, where necessary and in consultation with AASFG, that expenditure occurs from the specific purpose fund for the purpose of maintaining legal compliance.

The Working Group shall not without the consent of AAPC:

- a) Make any commitment of funds or make any expenditure except where approved by AAPC.
- b) Let or sublet in whole or part the facilities on a permanent or semi-permanent basis.
- c) Permit the use of the field or facilities or any part of the field for any activity that;
 - i) is contrary to the public interest
 - ii) causes a public nuisance, by noise, smell or any other cause
 - iii) is for commercial gain excepting for within the context of an event or activity whose purpose is for sport, public benefit or charitable (e.g. a commercial stall at a public or charitable event for which the charity or organisation makes a charge for its use, is of benefit to the public attendance of the event or a commercially operated sporting organisation promoting public health and or sporting activities)
 - iv) contrary to any legislation existing or as may come to be enacted
 - v) is likely to cause damage to any facility unless subsequently repaired by the user to at least the same standard and condition prior to the activity
 - vi) is for residential or commercial occupation.

Structure

6. Meetings and Membership

- a) AAPC's Sports and Recreation Portfolio members shall represent AAPC on the Group, with AAPC appointing at least one Councillor to the group whose role shall be to act as the primary focal point for AAPC and to reinforce the collaborative approach towards the provision of recreational facilities for the community. Appointment of Councillors shall be made annually by AAPC.
- b) The maximum number of members of the working group shall be ten, including Councillors, unless otherwise agreed between AASFG and AAPC.
- c) The members shall elect from among themselves a Chairman and Secretary and Vice Chairman or other officers as appropriate.

- d) All members shall have equal voting rights for advice to put forward to AAPC. The Chairman shall have a casting vote.
- e) Meetings shall be held as and when agreed by the AASFG but at least 3 times a year. A written update on the AASFG shall be provided for each AAPC meeting.

Finances

7. Financial control and the operation of accounts

- a) AAPC shall maintain the accounts for all transactions as a specific purpose fund for the sole purpose of supporting the facilities detailed in paragraph 4 and shall ensure that the accounts are audited annually.
- b) AAPC shall ensure that the facilities remain legally compliant and direct, where necessary and in consultation with AASFG, that expenditure occurs from the specific purpose fund for the purpose of maintaining legal compliance.
- c) Payment for all bookings shall be made on-line via bank transfer into AAPC bank account. Exceptionally cheques may be accepted (payable to Abbotts Ann Parish Council). Cash payments will not be accepted. A detailed list of all bookings received shall be provided to AAPC Responsible Financial Officer each month.
- d) AAPC shall ensure that proper accounting records are maintained.
- e) AAPC shall include AASFG specific purpose funds in the annual AAPC audit of the accounts that are carried out annually.

Adopted by AAPC: At the meeting held on 20th August 2020, Minute Item 4a).

Review Date: 2022