



CUXTON PARISH COUNCIL

Minutes of the Recreation Ground Committee held in the Pavilion, Recreation Ground, Bush Road, Cuxton on Thursday, 19 June 2014 at 7.30pm

Present: Cllr K Hutchfield (Chair), Cllr Chitty, Cllr Saksida, Cllr E Maisey, Cllr R Maisey, Mr N Curtis (Clerk).

**Allocated
and
Due Date**

62) Apologies for Absence:

- a) Cllr R Hutchfield – Work

63) Declarations of Disclosable Pecuniary interest:

- a) The Clerk advised Cllr K Hutchfield that as part of the CSRA the Council-CSRA Recreation Ground agreement was a disclosable pecuniary interest.

64) Vice-Chairman 2014/15:

- a) Members appointed Cllr K Hutchfield as committee vice-chairman for 2014/15

65) Recreation Ground Events Sub-Committee:

- a) Members decided to retain the Recreation Ground Events Sub-Committee.
- b) Item Withdrawn
- c) Members appointed Cllr J Sayer as Chairman of the Recreation Ground Events Sub-Committee.

66) Review of Terms of Reference, Policies and Agreements:

- a) On the instructions of the Council, in order to ensure that, no documents conflicts with another, no document duplicates the duties of another and that none of the documents conflict with either Standing Orders or Legislation.
 - i) Members reviewed and amend the Recreation Ground Events Sub-Committee Terms of Reference. (Appendix One)
 - ii) Members reviewed and agreed that the Council should be recommended to amend:

- (1) Recreation Ground Committee Terms of Reference. (Appendix Two)
- (2) Recreation Ground Agreement with Cuxton Sports & Recreation Association. Cllr K Hutchfield retired from the meeting for this item. (Appendix Three)

iii) Members deferred until the next committee meeting a review of the:

- (1) Policy on the Use of Pavilion and Recreation Ground for Community and Fund Raising Events.

67) Roundel:

- a) Members decided that in the short term Cuxton 91 FC could continue to use half of the roundel for storage of sports equipment but not clothes. Members deferred formulating further proposals for the future of the Roundel for consideration by Council until the next committee meeting.

68) Playground Inspections:

- a) Members received and noted the playground inspection reports.

69) Big Lunch 2015:

- a) Members deferred the request of Council to arrange for the preparation of a project timeline to be presented to the Council Meeting 11 September 2014 to the Recreation Ground Events Sub-Committee

70) Adjourn meeting for public session:

71) Resume Meeting:

Meeting Closed at 9.58 pm

Chairman.....



Recreation Ground Events Sub-Committee Terms of Reference

1. Objective

- 1.1. Cuxton Parish Council owns and maintains, for the benefit of the Parish residents the Recreation Ground, Bush Road, Cuxton.
- 1.2. The Recreation Ground Events Sub Committee is constituted to manage and develop, for the benefit of the village residents, festival or tourism promotion events identified by the Recreation Ground Committee.

2. Membership

2.1. Membership shall consist of;

- 2.1.1. A minimum of four members of the Recreation Ground Committee¹ elected at the first Recreation Ground Committee following the annual Parish Council meeting² to serve on the Sub-³committee by the Recreation Ground Committee.
- 2.1.2. Only members so elected are voting members of the Sub-Committee
- 2.1.3. The Sub-Committee may co-opt additional members whose assistance or advice it feels will be beneficial.
- 2.1.4. Co-opted non-council members will not have voting rights.
- 2.1.5. The number of co-opted members cannot exceed eight at any one time.

2.2. Three⁴ voting members of the Sub Committee will constitute a quorum.

2.3. A Chairman, who must be a member of the full Council, will be elected annually by the Recreation Ground Committee⁵ at its first meeting following the Annual Meeting of the Parish Council. The Chairman shall hold office until a successor is appointed⁶. A Vice-Chairman may also be elected who also shall hold office until the next Annual Meeting of the Parish Council as per their Standing Orders

2.4. If the numbers of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and any business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

¹ Deleted "Full Council" and Inserted "Recreation Ground Committee"

² Inserted "elected at the first Recreation Ground Committee following the annual Parish Council meeting"

³ Inserted "Sub-"

⁴ Deleted "Two" and Inserted "Three"

⁵ Deleted "Sub-Committee" and inserted "Recreation Ground Committee"

⁶ Deleted "the next Annual Meeting of the Cuxton Parish Council as per their Standing Orders" and inserted "until a successor is appointed".



3. Areas of Responsibility

3.1. The Events Sub-committee has the delegated authority and duty from the Recreation Ground Committee to undertake, within the overall policies of the Parish Council the following powers, duties and functions:

3.2. Manage and Develop events within the recreation ground and pavilion.

3.3. Report activities of the Sub-Committee to⁷ the Recreation Ground Committee^{8 9}

4. Meetings¹⁰

4.1. Minutes of meetings can be recorded by a nominated member of the Sub-Committee.

5. Review

5.1. These terms of reference are to be reviewed at least ¹¹annually at the Annual Meeting of the Parish Council.

Signed:

Chairman

Date:

⁷ Deleted “, to every meeting of” and inserted “activities of the Sub-Committee to”

⁸ Deleted “, details of its activities since the previous report.” and inserted “and make recommendation for action by the Recreation Ground Committee.”

⁹ Deleted 3.4

¹⁰ Deleted 4.1, 4.1.1, 4.1.2, 4.1.3 as Public attendance, right to participate and notice are policy matters for Full Council. 4.2 re-numbered 4.1. 4.3 deleted as this is a policy matter for full council.

¹¹ Deleted “within 3 months of adoption and thereafter” and inserted “at least”





Recreation Ground Committee

Terms of Reference

1. Objective

- 1.1. Cuxton Parish Council owns and maintains, for the benefit of the Parish residents the Recreation Ground, Bush Road, Cuxton.
- 1.2. The Recreation Ground Committee is constituted to make every effort to ensure that this recreational area adds to the amenities of the parish and provides facilities for the village residents.

2. Membership

- 2.1. Membership shall consist of;
 - 2.1.1. Five members of the Full Council elected at the Annual Meeting of the Cuxton Parish Council
 - 2.1.2. ¹ to serve on the committee until² the next³ Annual Meeting of the Cuxton Parish Council.
 - 2.1.3. All members so elected are voting members of the Recreation Ground⁴ Committee.
 - 2.1.4. Three members of the Recreation Ground Development Committee will constitute a quorum.
- 2.2. The Committee may co-opt any person provided that;
 - 2.2.1. The Committee believes that person's specific knowledge, skills or experience will assist the Committee to carry out any of its functions.
 - 2.2.2. The co-option is for a set period of time or the duration of a specific task or project.
 - 2.2.3. Co-opted members account for no more than 50% of the membership of the Committee.
 - 2.2.4. Co-opted members will not have voting rights.
- 2.3. From those elected to the committee⁵ a Chairman is to be elected at⁶ the Annual

¹ Insert " at the Annual Meeting of the Cuxton Parish Council"

² Delete "at" insert "until"

³ Insert "next"

⁴ Delete "Development"

⁵ Insert "From those elected to the committee"

⁶ Delete "annually by the Committee at the first meeting after" insert "at"

Meeting of the Cuxton Parish Council. The Chairman shall hold office until the next Annual Meeting of the Cuxton Parish Council as per their Standing Orders. A Vice-Chairman may also be elected who⁷ shall hold office until a successor is appointed.⁸

- 2.4. If the numbers of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and any business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

3. Areas of Responsibility

- 3.1. The Recreation Ground Committee has the delegated authority and duty from Cuxton Parish Council to undertake, within the overall policies and approved budgets of the Council, the following powers, duties and functions:

- 3.1.1. Manage and Develop the Recreation Ground on behalf of the Parish Council.
- 3.1.2. Regularly⁹ review the equipment and facilities available for the different age groups and interests and make recommendations for improvements that take into account new developments in equipment and identified deficiencies in existing equipment and facilities¹⁰.
- 3.1.3. Explore and recommend special events to promote use of the recreation ground.
- 3.1.4. ¹¹Make To deal with any other matter that a meeting of the full Council considers appropriate to be referred to the Recreation Ground Committee.

4. Meetings¹²

- 4.1. A quorum shall be 3 elected members of the Committee.
- 4.2. The calendar of meetings shall be confirmed at the Annual Meeting of the Cuxton Parish Council.
- 4.3. Minutes of all meetings will be recorded by the Parish Clerk or any member nominated at the meeting and circulated at the full meetings of Cuxton Parish Council.
- 4.4. Meetings shall be held in the Pavilion, Recreation Ground, Bush Road or other premises used for meetings of the Parish Council.

⁷ Delete "also"

⁸ Delete "the next Annual Meeting of the Cuxton Parish Council as per their Standing Orders" insert "a successor is appointed"

⁹ Delete "Constantly" insert "Regularly"

¹⁰ Insert "and make recommendations for improvements that take into account new developments in equipment and identified deficiencies in existing equipment and facilities".

¹¹ 3.1.4 Delete. 3.1.5 re-numbered 3.1.4

¹² Insert new 4.1. Old 4.1 re-numbered 4.2. Old 4.2 renumbered 4.3. Insert new 4.4 and 4.5.

4.5. At the discretion of the meeting chairman the public may participate at a meeting of the committee.

5. Review

5.1. These terms of reference are to be reviewed at least¹³ annually at the Annual Meeting of the Cuxton Parish Council.

Signed:

Chairman

Date:

¹³ Inserted "at least".

Agreement between Cuxton Parish Council, (CPC), and Cuxton Sports & Recreation Association, (CSRA).

- 1.0 This Agreement shall take effect from the date of signature.
- 1.1 ¹
- 1.2 CPC being the statutory Parish Council of Cuxton.
- 1.3 CSRA being a voluntary organisation, comprising of no less than three people, Chairman, Treasurer & Secretary, maintaining accounts and holding and minuting annual general meetings.
- 1.4 The CSRA's objectives are to fund raise for, and promote sports and recreation within the village; to administer the CPC's sports facilities, and use any surplus funds to further said objectives.

- 2.0 In this agreement CPC undertake to provide and maintain the "infrastructure" of the Recreation Ground. Principally...
 - 2.1 Perimeter fencing and control of trees, scrubs and foliage.
 - 2.2 Feeding, weeding and re-seeding of the football pitch as necessary.
 - 2.3 Fencing, kick boards and playing surface of the Multi-purpose courts.
 - 2.4 Internal facilities of the Pavilion.
 - 2.5 Services to and utility bills arising from the use of the Pavilion.
 - 2.6 Maintenance of hard standing area, main entrance gate, basket ball posts and kick walls.
 - 2.7 Play area fencing, play equipment and surfaces.
 - 2.8 Litter picking and disposal of waste arising from use of the recreation ground.
 - 2.9 Maintenance of flood lights and incoming electricity box.
 - 2.10 Annual inspection reports.
 - 2.11 Public liability insurance.
 - 2.12 Facilitating youth club(s).
 - 2.13 Provide and maintain locks to main gate and pavilion.
 - 2.14 Maintain a register of all key holders and the keys held by each key holder.²

- 3.0 For the above the CSRA agree to pay CPC an annual rent of £400.00. This sum being reviewed annually at CPC's financial meeting, and paid at the Parish Assembly.

- 4.0. The CSRA undertake to.....
 - 4.1. Fund raise for, and promote sports and recreation within the village.
 - 4.2. Manage lettings of the facilities and collect fees.
 - 4.3. Keep proper accounts and make them available for inspection at any time and include such accounts in a³ report to the Annual Meeting of the Parish Council.
 - 4.4. Maintain the Bike Track and signage and mow and clear the track 3 times a year
 - 4.5. Provide sporting consumables such as goal nets, corner posts, white lining materials and equipment, basket ball and tennis nets.
 - 4.6. Remove and re-erect goal posts annually, as may be necessary for the revival of the football pitch.
 - 4.7. Provide locks to the electrical box, and distribute keys to said box to Bona fide users.
 - 4.8. ⁴Provide access, signage and facilities for Wheel of Cuxton's fire work night.

¹ Insert " date of signature"

² Insert new 2.14

³ Insert "include such accounts in a"

⁴ Delete 4.8. Re-number 4.9 as 4.8.

Appendix 3

5.0. In all matters pertaining to the Recreation Ground the decision of the Parish Council shall be final and binding upon CSRA.

Signed on behalf of CSRA:

Witness:

Date:

Signed on behalf of CPC:

Witness:

Date: