Overton Community Council

**Terms of reference Playingfield Committee**

**Membership:** 6 members of the council (and shall meet 4 times a year).

**Purpose of the committee**

The Playingfield Committee will be responsible for all matters relating to council playingfield, millennium meadow and football pavilion/car park

**Aims and objectives**

The role of the Committee is to monitor and report to full council on issues relating to:

* Overall condition of the Playingfield and equipment
* Carry out weekly playground equipment visual inspections
* Consider all matters referred to it by the Council
* Make recommendations to Council for approval

The Committee will have specific responsibility for all matters relating to:

* Ensure the Playingfield is maintained to an acceptable level of cleanliness and repair
* Ensure, at Playingfield Committee Meetings, that an internal and external inspection of the football pavilion is carried out (with prior notice given to the football club)
* Carry out a visual check of the trees in the Millennium Meadow and report any maintenance work to either the Clerk, if urgent, or to Council.
* To review and ensure appropriate action following annual RoSPA inspection

**Quorum**

A minimum number of three Committee members is required for decision-making purposes.

**Reporting and accountability**

The group will be a committee of the Council and as such will refer any matters to the council that are deemed significant enough to require full council consideration or approval.

**Review arrangements**

The committee will be a standing committee of the council. The appointment of the committee will be considered at the Annual Council Meeting who may decide to alter or dissolve the committee as required.