

Playing Field Management Committee

1. Constitution

The Playing Field Management Committee ('the Committee') is a part of the Board of Trustees of the King Georges Playing Field, Trull. ('the Trust').

2. Objectives

The objective the Committee is to manage the maintenance and upkeep of the existing facilities which include the pavilion, the playing field and the play equipment: and to ensure the financial viability of the Pavilion.

This maintenance and upkeep will include:

- Provisioning of utilities, including electricity and water.

3. Membership

- Membership of the committee shall consist of a minimum of five Trustees.
- Other individuals from elected committees of the clubs and community groups who use the facilities, and who are interested in being involved in furthering the objectives of the Committee can be co-opted in an advisory capacity but will not have a vote.
- The Committee shall elect from amongst themselves a chairperson who shall hold office from that election for 12 months.
- The Trustees may appoint from outside their number a person to fulfil the roles of Secretary and Treasurer (Administrator).
- The Committee shall elect a Bookings Secretary from amongst themselves or may appoint a Bookings Secretary from outside their number.

4. Meetings

- The Committee is required to meet at least four times a year.
- Meetings of the Committee shall be called by the Chairman or Administrator as business demands, or at the instigation of three or more members of the Committee.
- Meetings of the Committee shall require a quorum of not less than two thirds of their number.
- Meetings of the Committee shall require a minimum of three clear days' notice to be given to all members.
- Meetings of the Committee will be open for the attendance of residents of the area of benefit.
- Minutes shall be kept of all meetings convened and the business conducted.

4. Powers

The Committee shall have powers to:

- Co-opt members for experience or expertise although they will not have a vote.
- Establish working groups to deal with specific issues or aims.

- Make decisions about the day to day management of the playing field and pavilion.
- Raise funds for the upkeep and provision of new and existing facilities and equipment.

4. Responsibilities

The Committee shall be responsible for meeting its objectives which will encompass:

- The routine monitoring of the general condition of the facilities, including deterioration, damage, litter, and status reporting to the Trust.
- Consideration of the annual Play Equipment Safety Inspection and managing the risks identified.
- Oversight of planned improvements and upgrading of facilities.
- Hiring arrangements for the Pavilion including bookings and invoicing.
- The raising of funds through activities or grant applications.

4. Finance

- The Committee shall be required to present to the Trust the estimated annual budget plan requirements to meet objectives. Once this budget is approved by the Trust, the Committee is authorised to commit expenditure in accordance with the budget plan. Any deviations or changes from the agreed budget plan shall be subject to the approval of the Trust.
- The Committee shall be responsible for working within the allocated budget in fulfilment of its objectives.
- The Committee will be required to keep records of expenditure against budget and to provide the Trust with the appropriate receipts and records for the financial accounts of the Trust.
- The Chairperson of the Committee will be authorised to sign cheques in support of the activities defined by the agreed budget plan. An officer of the Trust will be required to countersign the cheque.
- The Committee shall be responsible for regular reporting to the Trust on progress against the agreed plan, any potential deviations or changes and any other issues that may impact on the Committee meeting the budget plan objectives.
- The Committee shall be required to provide an Annual Report to the Trust at the Annual Meeting of the Board of Trustees. This report is to include spend against budget, achievements, general condition and future maintenance and repair requirements.

Signed Chair Playing Field Management Committee

Date:

Signed Chair King Georges Playing Field Trust [Parish Council]

Date: