**Playing Fields Liaison Committee Terms of Reference 2022**

The Playing Fields Liaison Committee is a committee of Cawood Parish Council

**1 Aims:**

Its prime purpose is to ensure facilities at the Playing Fields are maintained for the promotion of sports and general recreation for the benefit of the village

**2 Membership and Meetings:**

A Membership, reviewed annually, will consist of 4 Parish Councillors, a nominated club representative from Bowls, Cricket, Football and Tennis who will have 1 vote each and a further 2 non-voting members with an interest in or connection to the Playing Fields area or its facilities. In the absence of a voting committee member, a named replacement may attend and vote.

B The meetings will be convened in accordance with Parish Council procedure: a public notice, summons/agenda to members and minutes taken and retained. Items requiring decisions should be placed in advance of the meeting on the agenda. The PFLC will ratify its own minutes and these will be posted on the Parish Council website for information only. Any club member or Cawood parishioner may attend meetings, having informed cawood.pclerk@gmail.com in advance of the meeting

C Meetings will be held on the first Tuesday of alternate months commencing February and subsequently April (AGM), June, August, October, December

D Annual General Meetings will be held in April when new officers (and committee members if necessary) can be elected, the committee will receive the Chairman’s Report, the Treasurer’s Report and Statement of Account and the Minutes of the previous meeting

E The Chairman shall be elected at the annual meeting from Parish Council members.

F The PFLC will also have an annually elected Treasurer and Secretary

G The PFLC will be quorate with 3 voting members present

H Playing Field Wardens will be determined by the Parish Council

I Committee members who are no longer Parish Councillors will be expected to stand down from the PFLC

**3 Finance:**

A To help achieve the PFLC aims, Cawood Parish Council will grant aid the work of the PFLC annually at the discretion of the full Council

B Cawood Parish Council will insure Tennis and Bowls club house buildings, in addition to the Pavillion, and all land; maintain trees and hedges and the children’s Play Area

C The PFLC will have decision making powers for necessary expenditure according to the planned maintenance programme and for single item expenditure. Any works or items incurring costs exceeding £ 3,000 shall be subject to obtaining 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £250 the committee shall strive to obtain 3 estimates, in accordance with the Parish Council’s Financial Regulations and with their stated aim of obtaining value for money at all times

D The PFLC treasurer will keep accounts and records of all income and expenditure and submit accounts annually for audit by the Parish Council auditor

E A named bank account will be held and transactions may be electronic or by cheque (2 signatories will be required for cheques)

F Up to date statements and accounts shall be presented at every meeting

G Committee members will not receive payment for work undertaken unless duly authorised in advance by the full committee in respect of work as an outside contractor carrying out a specified task, or for expenses incurred

H Organisations using the facilities shall pay such rates agreed by the committee, make reparation when deemed necessary by the committee and make payment within 28 days of invoicing

I In the event of the dissolution of the committee, all remaining monies, buildings and equipment shall be remitted to the funds and control of Cawood Parish Council

March 2022