



Barwick in Elmet & Scholes Parish Council

Representing the Parish of Barwick in Elmet
and Scholes, Leeds, West Yorkshire

SCHOLES SPORTS PAVILION COMMITTEE

TERMS OF REFERENCE 2021

The Terms of Reference should be reviewed annually by the Committee and the full Parish Council advised of any changes.

1. The Purpose of the Committee

The Scholes Sports Pavilion Committee is constituted to represent Barwick in Elmet and Scholes Parish Council in matters relating to

- a. Hire of the Pavilion
- b. Improvements and Maintenance to the Pavilion, Tennis Courts, and perimeter fences within the agreed budget. The Committee is responsible for the Pavilion, and Tennis Courts. In addition it may agree hire for the Scholes Sports field in those areas which are not subject to long leases provided they are short term and no longer than 5 successive events. All other hire arrangements require prior approval of the Parish Council.

2. Delegated Powers

- a. To take bookings.
- b. To manage and maintain the Pavilion within a budget agreed by the Parish Council.
- c. To ensure appropriate risk assessments are carried out and all statutory inspections and checks as and when they become due.
- d. To ensure (where appropriate) that hirers are aware of licensing laws.
- e. To ensure the Parish Council has arranged appropriate insurance cover for the Pavilion and for any activities which take place there.
- f. To promote hire of the Pavilion
- g. To ensure compliance with Data Protection legislation.
- h. To endeavour to ensure any hire does not have a negative impact on neighbouring properties.
- i. To undertake any other work delegated to it by the full Parish Council.

Hire charges should be in line with those agreed by the Parish Council. Reduced hire rates are subject to agreement by all at least three members of the pavilion committee. In the case of multiple bookings, if the date of the first hire precedes the

next Parish Council meeting, the potential hirer should be made aware that the agreement maybe subject to change.

Emergency repairs outside of the agreed budget can be made in consultation with the Clerk and in line with Parish Council Financial regulation 3.4. These should be reported to the Parish Council as soon as possible.

3. Membership and Voting

- a. Membership shall comprise a minimum of four residents, a minimum of which shall be two Parish Councillors. Appointments to the Sub Committee are subject to agreement by the Parish Council.
- b. The Chair of the Parish Council is an ex-officio member of the Committee.
- c. Membership of the Committee is established at the annual meeting of the Council and can be altered at any time with Parish Council approval.
- d. The Committee has delegated powers to elect its own Chairman and other roles such as booking secretary, treasurer as necessary. However, the Committee should seek Parish Council approval before the setting up of any further sub-groups.
- e. The Parish Council may at any time vote during a Council meeting to remove a member of the Committee or dissolve the Committee if just cause if found.
- f. The Committee may hold meetings as often as necessary without reference to the Parish Council.
- g. Parish Council Standing Orders and Financial regulations apply to the Committee.
- h. All expenses claims should be claimed directly from the Parish Council. Members may not deduct expenses from takings.
- i. Hirers should be advised to pay by bank transfer or cheque if unable to pay by bank transfer. Any cash received should be passed to the Clerk intact as soon as possible, out of pocket expenses being claimed separately.

4. Communication with The Parish Council and with Other Committee Members

- a. After each management meeting the Committee will submit a report to the following Parish Council meeting.
- b. The members of the Committee will keep each other informed of any planned activity.

These Terms of Reference were adopted by the Parish Council at its annual meeting of 5th May 2021. There were no changes to the July 2019 version.

23/07/2021 A rogue sentence removed