



Oliver's Battery Parish Council

Terms of Reference and delegated powers	Recreation Committee
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Summary of Revisions Made	Version	Date
Draft Terms of reference Recreation Committee	1.00	3 September 2025
Presented to Parish Council for adoption	1.00	16 September 2025
Adopted by Parish Council	2.00	
Annual review by Recreation Committee		

Purpose

The Recreation Committee is constituted to manage the open spaces owned and managed by Oliver's Battery Parish Council (OBPC).

Membership

The Recreation Committee is constituted as a Standing Committee of OBPC.

Membership will be confirmed at the Parish Council Meeting that confirms the creation of the Committee and annually thereafter at the Annual Parish Meeting in May.

The Committee composition shall comprise of a minimum of three Councillors as voting members. The Chair and Vice Chair will be ex-officio members of the Committee. Other Councillors may be seconded to the Committee as required.

Quorum

Three members.

Chair

The Chair to be elected annually by the Committee.

The Chair shall have the casting vote in the case of an equality of votes and may exercise their casting vote whether or not they gave an original vote.

Meetings

The Committee will meet a minimum of 4 times a year. The Chair shall determine the place and notice requirements. The public may not participate at a Committee meeting.



Delegated authority to the Committee

The Committee has authority for the day to day repairs and maintenance of the Recreation spaces, including obtaining prices and to placing orders for works and services within the limitations of the approved annual budget~~to initiate new facilities within the Parish, e.g. new or replacement play equipment. All costs must be within the agreed budget or the Committee must seek approval for funding for such works from the Parish Council.~~

~~The Committee will ensure all financial aspects are managed in accordance with the Parish Council's Financial Regulations. When the Committee obtains prices and places orders for works and services, details will be reported to the next Parish Council Meeting.~~

~~Projects shall only be approved by the Committee within the limit of the project approved budget, unless delegated to the Clerk. The Committee must seek approval from the Parish Council for funding for works and services that will exceed the annual budgets for repairs and maintenance.~~

The Committee has authority to oversee the contract for the delivery of grounds maintenance.

The Committee has authority to oversee the Parish Lengthsmen scheme and workload.

The Committee will ensure all financial aspects are managed in accordance with the Parish Council's Financial Regulations.

Delegated powers to the Clerk

~~The Clerk will have delegated powers to manage the day to day maintenance of the open spaces and to place orders for works and services within the limitations of the approved annual budget. The Clerk has power to obtain prices and place orders for the delivery of projects.~~

~~Actions in relation to the Clerk's delegated powers must be within the limits in the approved budget and include the authority to vire funds within the Recreation budgets. This does not extend to funds earmarked for projects.~~

The Clerk has power to obtain tenders for the delivery of grounds maintenance.

The Clerk has power to enter into an agreement with Hampshire County Council regarding the Parish Lengthsmen scheme and sign the Lengthsmen contract.

When the Clerk obtains prices, places orders for works and services, or enters into agreements, details will be reported to the next Parish Council Meeting.



Actions in relation to the Clerk's delegated powers must be within the limits in the approved budget and include the authority to vire funds within the Recreation budgets.

The Clerk must seek approval from the Parish Council for funding for works and services that will exceed the overall Recreation budgets.

The Clerk will ensure all financial aspects are managed in accordance with the Parish Council's Financial Regulations.

Matters for the Parish Council only

All agendas will be distributed to the Parish Council and any two Parish Councillors may request any item on the agenda to be deferred for a meeting of the Parish Council for determination.

Any leases and long-term contracts to be approved by the Parish Council.

Any matters in relation to purchase or disposal of land will be approved by the Parish Council.

Any matter in relation to the installation of memorial benches.