

BONSALL PARISH COUNCIL
RECREATION, W.C., CAR PARK, CHURCHYARD COMMITTEE
TERMS OF REFERENCE

Establishment and Regulatory Framework

- The committee will be established and will report to Bonsall Parish Council
- The terms of reference do not override standing orders/financial regulations
- The terms of reference will be reviewed annually by the committee

Membership

- A minimum of 3 members of Bonsall Parish Council
- Membership reviewed annually and a Chair will be elected annually

Quorum

- A minimum of 3 voters.
- In order to meet quorum requirements, in the absence of a voting member a substitute Bonsall Parish Council member can be appointed.

Meetings

- At least annually and at other times considered necessary by the Chair
- Minutes will be taken by a council member of the committee.

Roles and Responsibilities

- The Bonsall Parish Council Recreation Committee will exercise all functions of the Council with respect to recreation areas, W.C., car park, churchyard, owned or leased or in the control of Bonsall Parish Council and facilities within them including:

Recreation areas and play areas and play equipment
The grounds of the cemetery
Trees and shrubs
Memorial benches and picnic tables
The village WCs

Responsibilities include:

- Monitor and review day-to-day operations in each of these areas, ensuring all areas are suitably maintained
- Identify any issues, propose and take forward any short-term action plans (e.g. including litter, dog fouling, play equipment issues, taking forward actions on repairs and remedial work)
- Undertake reviews annually to ensure all areas are fit for purpose (e.g. tree survey, play area and equipment survey)
- Ensure that all Health and Safety/Risk assessments are up to date

- Ensure open spaces are accessible to all
- Identify any donations, sponsors and grants that could be used (e.g. playground refurbishment)