

ABINGTON RECREATION GROUND COMMITTEE

DRAFT Terms of Reference v2 (5.3.2018)

Abington Recreation Ground Committee is a committee of Great Abington (GAPC) and Little Abington (LAPC) parish councils. As a parish council committee it follows the standing orders and financial regulations and other policies of the parish councils.

GAPC owns the Recreation Ground. If there is a difference between the parish councils' policies and procedures the Committee will follow those of GAPC.

Purpose of the Committee

The Committee is accountable to the parish councils for managing the Recreation Ground.

This includes

- Routine maintenance and upkeep
- Purchase of equipment
- Maintaining an up-to-date asset register
- Risk management including maintaining a risk register
- Regular health and safety surveys and inspections with actions for risk mitigation.
- Insurance of assets and liabilities. *Note: The insurance policy is renewed on 1 April each year. A copy of the full schedule should be provided to the parish councils at the time of policy renewal.*
- Budget setting and financial management

Membership:

- Three parish councillors from each of the two parish councils i.e. 6 parish councillors
- Representatives from user groups
- The Committee elects a Chairman and a Secretary from its membership every year.
- The Treasurer is the Responsible Financial Officer. This appointment can be made from the membership of the committee or the role may be fulfilled by someone who is not a member of the committee.

Decision-Making and Reporting

- The Parish Councils delegate responsibility for all decision-making related to the management of the Recreation Ground to the Committee and the Committee has autonomy for decision-making on their behalf. *Change in wording to reduce duplication*
- Meetings are quorate if at least three parish councillors are present at a meeting. Each parish council must be represented by at least one member.
- The Committee reports back to the parish councils at each parish council meeting via their representatives and by sharing the minutes of each meeting.
- Agendas and minutes are published on the Abingtons website.
- The Committee provides an annual report to the Annual Parish Meetings of each parish council.
- The Committee's accounts are reported to the parish councils.

Financial management

- The Committee's financial plan is its annual budget plan.
- The Committee is funded through a grant (precept) from GAPC and LAPC. Based on population GAPC contributes 60% and LAPC 40%.

- The Committee shall agree its final draft annual budget plan by the end of October every year and make a request for grant funding, supported by the budget plan, for the subsequent year to each parish council in time for them to agree their annual budget plan.
- The Committee is subject to internal audit following a similar regime to that of the parish councils i.e. accounting and governance arrangements. This is reported, together with any action plan, to the Parish Councils.
- Financial decisions must be agreed by at least three parish councillors and both parish councils must be represented. Payments must be authorised by two of the Parish Councillors on the Committee.
- Any financial decisions for spend of S106 funding should be referred to the Parish Council(s) that hold the funds for their agreement.

Levels of delegated financial decision-making

The Committee has the power to make financial decisions based on the following limits.

Financial Authority Description	Level
The committee can authorise expenditure on any revenue items in the approved budget.	
In cases of extreme risk to the delivery of services, the chairman may authorise revenue expenditure which in their judgement is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of	£1000
The Treasurer shall provide the Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of the budget by	100 or 15%
The Treasurer shall have delegated authority to transfer funds between the Committee's bank accounts up to the sum of £1500.	£1,500
Where it is intended to enter into a contract exceeding agreed limit in value for the supply of goods or materials or for the execution of works or specialist services the Treasurer shall invite tenders from at least three firms.	£20,000
When it is to enter into a contract of less than above limit in value for the supply of goods or materials or for the execution of works or specialist services the Treasurer shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below and above	£20,000 £100

GDa/March 2018.

Review March 2019

Signed

Date

Abington Recreation Ground Committee Chairman