



## LEISURE, PARKS & CEMETERY COMMITTEE

### TERMS OF REFERENCE

The Leisure, Parks & Cemetery Committee's Terms of Reference were adopted by full Council at its Meeting held on Wednesday 17<sup>th</sup> June 2015 ref Cou/052/15-16a and revised by full Council at its meeting held on Thursday 18<sup>th</sup> May ref AM/008/17-18

#### 1. Committee

The Leisure, Parks & Cemetery Committee is constituted as a Standing Committee of Kirby Muxloe Parish Council and has the power to spend as per their allocated budgets.

#### 2. Members

- A minimum of **five** Parish Councillors appointed annually at the Annual Meeting as voting members to include the Chairman and Vice Chairman of Council being ex officio. The quorum of the Committee shall be three Members.
- The Leisure, Parks & Cemetery Committee may co-opt members of the public onto the committee to assist its deliberation however co-opted members will have no voting rights.
- The Leisure, Parks and Cemetery Committee shall be able to constitute sub-committees and working groups to study any aspect of the Committee's sphere of activity.

#### 3. Voting

Only the above may vote and participate at a meeting. In the case of an equal vote the Chairman shall have a second or casting vote.

#### 4. Interests

If a Member has a personal interest as defined by the Code of Contact adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

#### **5. Chairman**

The Chairman is to be elected annually by the Committee at their first Meeting.

#### **6. Meetings**

The Committee will meet as per the meeting calendar or at such further times considered necessary by the Chairman.

#### **7. Terms of Reference**

To review the Terms of Reference of the Leisure, Parks & Cemetery Committee at the first meeting of the Committee after the Annual Meeting of Council or when necessary and make appropriate recommendations to Full Council.

#### **8. Duties and Functions**

The purpose of the Committee is:

- To manage, control and develop the playing fields, open spaces, play area, MUGA and other leisure and recreational facilities and to make recommendations in respect of the letting fees to full Council;
- To manage and control the Cemetery and to make recommendations to full Council in relation to burial fees;
- Maintenance of public seats owned by the Parish Council;
- Maintenance of flowerbeds, tubs, troughs and any other areas held by the Council on lease or license;
- To receive and act on the monthly play inspections and also the annual RoSPA play area inspection and to be responsible for risk assessment on the play areas and parks;
- To prepare a draft budget for consideration by Full Council in November each year for the following years Leisure, Parks & Cemetery spend;
- To manage and control the Allotments and to make recommendations to full Council in relation to allotment fees;
- To apply for the appropriate grants for the use of the Council with the assistance of the Clerk to the Council;
- To make recommendations in relation to the leases relating to property located within the Parks boundaries.