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WOODCOTE VILLAGE GREEN COMMITTEE

TERMS OF REFERENCE

TITLE

The title of the group shall be "The Woodcote Village Green Committee", hereafter called "the Committee"

AIMS & OBJECTIVES

- To assist the Parish Council in the management of the Village Green (also known as the Recreation Ground) and Folly Field.
- To improve the Village Green & Folly Field as leisure amenities, to meet the needs of all villagers who wish to use it for designated purposes.
- To improve the appearance of the Village Green & Folly Field and maintain it to the highest possible standards.
- To maintain the play equipment on the Village Green and the Folly Field to the highest possible standards.
- To develop appropriate solutions to the misuse of the Village Green and the Folly Field.

OWNERSHIP

- The Village Green and the Folly Field are owned by the Parish Council.
- All buildings and fixtures associated with these areas, (including play equipment, seats, store shed, fences, bus shelter and trees) are owned by the Parish Council
- All maintenance equipment use for the general upkeep of the Green and Folly Field are owned by the Parish Council
- Other equipment used by the Football and Cricket Clubs for maintenance or as playing accessories, stored in the shed or elsewhere on the Green is owned by the respective clubs

MEMBERSHIP

The following shall be entitled to have at least one representative on the Committee

- Woodcote Parish Council
- Woodcote Cricket Club
- Woodcote/Stoke Row Football Club
- Any organisation, if such exists, committed to the improvement of the children's play areas
- Junior Football or Cricket clubs, if such exist
- Other interested or co-opted parties to a maximum of three
- Members may be co-opted temporarily at the discretion of the Committee

COMMITTEE MANAGEMENT

- The Committee shall elect such officers as are deemed necessary including Chairman, Secretary and Treasurer.
- Meetings shall be held at least four times per year, of which one shall be the AGM. Minutes shall be kept by the Committee recording all proceedings and resolutions.
- Quorum at a Committee meeting shall be not less than one- third of the total membership of the Committee.

FINANCE

- All financial matters shall be the responsibility of the Treasurer, who will produce accounts for the AGM and give a report of the current financial position at each committee meeting
- A Bank account shall be opened in the name of the Committee. The committee shall authorise in writing the Treasurer, Chairman and at least one other member of the Committee to sign cheques on behalf of the Committee. All cheques must be signed by not less than two of the authorised signatories
- The accounts shall be audited at least once a year by the auditor appointed at the annual general meeting. An audited statement of accounts shall be submitted by the Committee at the Annual General Meeting.

RELATIONSHIP WITH PARISH COUNCIL & FUNDING

- The Parish Council has ultimate responsibility for the Village Green and the Folly Field
- The Committee shall have delegated powers to make decisions relating to the Green and Folly Field which meet the above "Aims & Objectives", without recourse to the Parish Council provided that:
 - The Committee has the necessary funds to carry out their decisions
 - The Parish Council has not expressed objections in principle to the proposals, or has not placed such proposals outside the remit of the Committee
- At least one Parish Councillor shall be designated to sit as a member of the Committee
- The Committee shall make such reports to the Parish Council as shall be requested from time to time
- The Committee shall receive funding from the Parish Council to assist in the execution of its responsibilities, in the form of an annual grant based upon pre-submitted plans for the ensuing year or for a number of future years
- In addition, the Committee shall receive money from users of the Green and Folly Field (eg sports clubs and other societies) and from other donations made specifically for the improvement of facilities

MAINTENANCE RESPONSIBILITIES

- The Committee is responsible for the maintenance of the following:

General grassed areas, including football pitches and cricket outfield
Seats
Trees
Children's play equipment
Fences, other than boundary hedges
Gates leading on to the Village Green

- In addition the Committee is responsible for overseeing any contracts agreed by the Parish Council which relate to the maintenance of the Green and Folly Field.
- The Parish Council is responsible for:

The War Memorial and Bus Shelter
Grass and hedge cutting contracts

MANAGEMENT

The Committee will manage:

- The relationships with the Football and Cricket Clubs, including the maintenance and proper use of playing surfaces
- The use of the Green and Folly Field by other clubs and societies as requested from time to time.
- The store shed and storage area for the benefit of organisations using the Green. No alteration to the structure of the store will be made without the agreement of the Parish Council.

INSURANCE

- All necessary insurance for property or equipment shall be the responsibility of the owners of that property or equipment (ie Parish Council, Village Green Committee, Football Club or Cricket Club).
- The Parish Council will maintain insurance, including public liability and personal accident for voluntary and part paid workers in connection with the Village Green and Folly Field.

Signed on behalf of Woodcote Parish Council



Date: 17-10-07

Signed on behalf of Woodcote Village Green Committee

Date: