

# **Haxey Parish Council**

## **Westwoodside Playing Fields Association(WPFA) Management Committee Terms of Reference**

<b>Name of Committee/Working Group:</b>	The Westwoodside Playing Fields Association(WPFA) Management Committee
<b>Membership:</b>	FOUR members of the council plus co-opted members as required. The Parish Council Chair and Vice-Chair are ex officio full members
<b>Need:</b>	<ul style="list-style-type: none"><li>• The Parish Council has been appointed as Sole Trustee for the WPFA and as such the Committee needs:<ul style="list-style-type: none"><li>○ To help meet the Parish Council's highest standards of good governance for the WPFA.</li><li>○ To provide the necessary day to day management of the WPFA facilities.</li><li>○ To keep under review the financial management of the WPFA.</li><li>○ To prepare an annual draft budget for the WPFA.</li><li>○ To report back to the Parish Council on all issues concerning the WPFA.</li></ul></li></ul>
<b>Conditions:</b>	<ol style="list-style-type: none"><li>1 Membership of the Committee to be decided upon its creation and the membership of the committee to be re-appointed at the Annual Council Meeting. A Chair and Vice-Chair shall be appointed. The committee may co-opt to fill temporary vacancies</li><li>2 The Chair of the Committee can be co-opted from outside the Parish Council as decided by the Committee Membership; however, all required Code of Conduct issues are to prevail for any co-optee. The Vice-Chair is to be a Parish Councillor.</li><li>3 Meetings to be convened at least monthly/as required within the requirements of the Local Government Act 1972, Schedule 12, para 10 and the Public Bodies (Admission to meetings) Act 1960, para 1.</li><li>4 Meetings will generally be open; however, they may exclude the press and public if discussing relevant matters.</li><li>5 Meetings will generally take place immediately prior to a Parish Council meeting.</li><li>6 A verbal summary review to be presented to the next meeting of the Parish Council. Minutes to be presented to the following meeting of the Parish Council.</li><li>7 The Committee may co-opt to fill temporary vacancies.</li></ol>

- 8 The Committee is empowered to invite specialist professional Officers or advisors to attend meetings to provide guidance as to matters under discussion.
  - 9 The Clerk of the Council will normally support the committee and provide the interface with the Charity Commission.
  - 10 On behalf of the Council, the Clerk of the Council shall also act as Treasurer to the WPFA, managing the accounts under the provisions of the accounts and audit regulations and sector best practice.
- Restrictions:**
- 11 Only members of the committee may speak at committee meetings other than by the resolution of the committee or if specifically summoned.
  - 12 The quorum shall be three (3).
  - 13 The code of conduct adopted by this Council and attendant regulations shall apply to all voting members of this committee.
  - 14 The committee is to be fully responsible for the management of the WPFA and shall provide periodic summary reports to the Full Council.

<b>Responsibilities</b>	<b>Powers</b>	<b>Legal authority</b>
To have responsibility for the management of the WPFA facilities.	Committee to make decisions on WPFA management and provide reports to council	Charity Commission Regulations and the Local Government Act 1972, section 101
To prepare an annual budget following consultation with the Clerk and having taken into consideration any relevant policies or objectives set by council	Committee to set an annual budget.	Charity Commission Regulations and Accounts and Audit Regulations
In concert with the Clerk provide an annual financial statement to the Charity Commission.	Committee to approve annual financial statement.	Charity Commission Regulations
To receive a report from the Clerk that all internal audit functions have been fulfilled and that report then forwarded to council.	Committee to make recommendations to council	WPFA Constitution and Accounts and Audit Regulations

To receive a report from the Clerk that all statutory responsibilities regarding external audit have been fulfilled and that report then forwarded to council.	Committee to make recommendations to council	WPFA Constitution and Accounts and Audit Regulations
In concert with the Clerk, to receive the year end accounts for review purposes prior to referral to the Charity Commission.	Committee to inform council	WPFA Constitution and Council guidance.
To undertake ad hoc activities as required by Haxey Parish Council.	Committee to have the power to resolve matters and/or make recommendations to Council.	Local Government Act 1972, section 101

**Members: Cllrs Booth, Carlile, Foreman, and Knowles. Co-opted Chair: Mr Richard Carter. Co-opted Members: Mr Paul Cooke and Mr Jerry Henwood**

**Approved by Haxey Parish Council – May 2019.**