



**H A D D E N H A M**  
P a r i s h C o u n c i l

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## **Haddenham Parish Council Sports Facilities Committee**

### **Terms of Reference**

### **May 2023**

Next Review: May 2024

#### **Purpose of the Committee**

The Sports Facilities Committee is a sub-committee of the Facilities Standing Committee of Haddenham Parish Council and is established to manage the Parish Council's Sporting Assets.

#### **Membership**

The committee shall consist of three Members of the Parish Council Facilities Committee, one co-opted representative from Haddenham United Football Club, Haddenham Youth Football Club, Haddenham Tennis Club, Haddenham Table Tennis Club, Haddenham Cricket Club and Haddenham Sports and Social Club. The membership will be agreed at the Annual Parish Council meeting held in May each year, where the Chair of the Sports Facilities Committee will also be appointed. At its first meeting after the annual meeting, the committee will appoint a Vice-Chair who will chair the meetings in the absence of the Chair. The Chair of the Facilities Committee will be ex-officio member of the committee and will have full voting rights if in attendance. A minimum of three members must be in attendance to form a quorum. All members of the Committee will abide by the Parish Council's Code of Conduct.

Any changes to the membership of the Sports Facilities committee during the year will be ratified by a vote of at Facilities committee.

#### **Meetings and Reporting**

The committee will meet a minimum of three times a year and be clerked by an Official of the Council. The minutes of the meeting will be recorded and once approved and signed by the Chair will form part of the Parish Council's statutory records. The minutes will form part of the report to the Facilities Committee.

#### **Budget**

The Sporting Facilities Committee does not have an allocated budget but will provide advice on any additional budgetary requirements which may be needed outside general maintenance. These requirements will be considered by the Facilities Committee and if necessary ratified at Full Council.

#### **Delegated responsibilities**

To co-ordinate the maintenance and development of sporting facilities within the parish and to engage in future projects.

The Committee has the maintenance and management responsibilities for the following sporting assets:

- Woodways Pavilion
- Woodways Recreation Ground
- Airfield Football Pitches
- Airfield Pavilion
- To work in collaboration with sports clubs to improve and modernise the sporting facilities within the Parish Council.
- To provide feedback on grounds maintenance of the sporting facilities.
- To annually review Fees, Leases and Hire Agreements for use of the sporting facilities, for recommendation to the Facilities Committee.

Future Facilities and development.

- To provide guidance on new sporting facilities such as the Cricket Ground and Pavilion at Aston Road.
- To engage with different sports, fitness clubs who wish to use the sports facilities.

These terms of reference will be reviewed annually at Haddenham Parish Council's Annual Parish Council Meeting which is held in May.