

Friends of Streatley Recreation Ground - FOSRG

Terms of Reference

Date Reviewed: 18 July 2019

1. Purpose

To oversee the use, development and safety of Streatley Recreation Ground (the Rec), increase community involvement and allow liaison between members of the Streatley village community, users of the Rec and the Parish Council.

2. Scope

The FOSRG will make recommendations to the Parish Council on use of the Rec, equipment, maintenance, safety, improvements and events. The final decision on recommendations and actions will be made by the Council using their usual decision-making processes.

3. Roles and functions of the committee

The role of the committee is to:

- a) Liaise with the Parish Council to help with day-to-day maintenance and broaden the use of the ground.
- b) Investigate fund-raising opportunities and grants to enhance the equipment and provide new facilities.
- c) Organise monthly safety and maintenance checks of the Recreation Ground and its equipment and report to Streatley Council.
- d) Represent the Recreation Ground at the annual Streatley Council Parish Assembly and other village events involving community groups and clubs.
- e) Organise working party groups to tidy the Recreation Ground and its plants.
- f) Liaise with groups wishing to use the Recreation Ground for recreational activities.
- g) Ensure communication to users via the Parish Council website, email and other e-communications.

4. Reporting and communication

A short written report of agreed actions and recommendations will be produced after each meeting. These will be reported to the Council by the Council members present at the FOSRG meeting.

5. Membership (*see Annex 1*)

a. Statement on aims for membership:

The FOSR will aim for a broad representation of the village and users combined with Parish Council members holding positions relating to the Rec.

b. Skills/experience required:

No experience is required to be a general member.

c. Length of service:

The Council representations will end and pass to new representatives when their official role on the Council ends. The Chair and general members will serve for 2 years in the first instance with unlimited renewals allowed.

6. Frequency and timing of Meetings

a. Frequency

The FOSRG will aim to meet 3 times per year. Any additional matters arising through the course of the year will be dealt with by email. The FORSG can be convened by the Chair for additional meetings in the event of special business arising.

b. Timing

The FOSRG will meet in the evening on a weekday, usually during school term.

7. Meeting Documentation

a. Agenda and papers

A draft of the agenda will be issued a minimum of 1 week before the meeting and a final agenda and accompanying papers will be issued at least 2 days prior to the meeting.

b. Minutes/notes

A short written report of agreed actions and recommendations will be recorded by the Secretary and circulated for comment/agreement by committee members within 5 days of the meeting. They will be made available on to the Streatley Parish Council and posted on their website.

8. Quorum Requirements

There is no quorum for committee meetings. Members have a right to comment on the minutes and re-open an agenda item at a subsequent meeting if they were absent from the committee meeting when the item was discussed and they have comments, concerns or additional information to present. A minimum of two thirds of the committee must be available for any decision that requires a vote and a majority of 50% of those present plus one person is required to carry a vote. The result will be ratified by the Parish Council.

9. Review

The ToR and effectiveness of the committee will be reviewed annually in February.

Annex 1: Committee roles, experience and names

Position on committee	Name	Appointment	Skills and background	Date joined committee	Length of Service
Chair	Hilary Gates	Nomination & vote of members	Member of FOSRG since its foundation in 2006	2006	Reviewed every 2 years
Secretary	TBR	<i>Volunteer (?vote of members)</i>		Vacant	Reviewed every 2 years
Health & Safety Representative	Hilary Gates	<i>Volunteer (?vote of members)</i>	Performing safety checks since Member of FOSRG since its foundation in 2006	2006	Reviewed every 2 years
Streatley Parish Council	Nick Barnes	<i>Ex officio</i>	Represents Friends of Streatley Rec. ICT and communications	July 2019	Post dependent
Streatley Parish Council	Michael Robertson	<i>Ex officio</i>	Represents Friends of Streatley Rec. Environment and Open Spaces	July 2019	Post dependent
Streatley Parish Council	Laura Cole	<i>Ex officio</i>	Represents Friends of Streatley Rec. Local Listing and Assets of Community Value	July 2019	Post dependent
General Member *	TBR	<i>Volunteer (?vote of members)</i>		Vacant	Reviewed every 2 years
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Other potential members:

- *Streatley Strikers (football)*
- *Streatley Meadow (neighbours) (this may be covered by Nick & Michael)*
- *Conservation (may be covered by Michael)*

- *Scouts*

* General Member - representing the Streatley Community and users of the Recreation Ground

Ex officio: Members of FOSRG by virtue of the post they hold in the Streatley Parish Council

Nominated: Selected on the basis of particular skills, interests or expertise they have