

BOLTON-LE-SANDS PARISH COUNCIL
TERMS OF REFERENCE (TOR) GREENS COMMITTEE

Revised March 2020

INTRODUCTION

This document sets out the Roles and Responsibilities of the Greens Committee. It provides guidance on the Committee's purpose, rules, responsibilities, operations, tenure and obligations in accordance with any specific legislative requirements.

Local Councils may only do what legislation requires or permits them to do. The Local Government Act 1972, s101 (with some exceptions) allows the Council to delegate functions to committees, sub committees, officers, or other authorities.

PURPOSE / ROLE OF THE PARISH COUNCIL GREEN'S COMMITTEE

The Committee was set up to manage the maintenance of the Bowling Greens which are in the ownership of the Parish Council and to ensure the revenue received covers the cost of maintaining the Greens.

It deals with all aspects relating to the Bowling Greens including all requests, correspondence etc from the Bowling Club and members of the public. The Committee will report to the next appropriate Parish Council Meeting on matters dealt with. Matters should be brought before the Parish Council for ratifying unless it is not timely to do so, in which circumstances, a quorate number of members (3) can make a decision.

The Committee was established in May 2019 at the Annual General Meeting and will be reviewed at each Annual Meeting thereafter. As resolved in Min. No. 7010, Committee Members rotate and will not sit on the Green's Committees for more than three years but may be voted back onto that Committee after one year's absence.

A nominated Committee Member will meet new members of the Bowling Club to receive their key and be shown round as the Parish Council's insurance covers the building and public liability insurance.

MEMBERSHIP

The membership of the Parish Council Greens Management Committee will be made up of three members of Bolton-le-Sands Parish Council only. Members of the committee shall not include non-councillors as they cannot control the finances of the Council (*see Standing Orders*).

Members of the Greens Management Committee will be appointed every year at the Parish Council Annual Meetings in May where the Chairman shall be elected. Each member should serve a maximum of three years on the committee. Standing orders on rules of debate and interests of members apply. The quorum of the Committee shall be three.

MEETINGS

The Committee will meet formally annually in January to determine the opening of the greens and set the fees for the season where Minutes will be taken by the Clerk and circulated to all Council Members. Non-members should not be present where parish council finances are discussed. Available members will meet informally on a monthly basis during the playing season on site to discuss any issues with the Greens Keeper. Meetings will be called to discuss any further matters that have been brought to the Committee’s attention as and when necessary.

SHARING OF INFORMATION AND RESOURCES (including confidential materials)

All copies of agendas, decisions, recommendations, letters, reports and correspondence will be held by the Clerk.

REVIEW

These Terms of Reference will be reviewed annually.

RESPONSIBILITIES and AREAS OF OPERATION

The following areas are considered to be appropriate to be dealt with by the Committee:

- Agreeing the opening dates of the greens
- Annual permit prices to be agreed but ratified at Full Council
- Number of teams to be entered into the leagues
- Workplan for the Greens Keeper
- Authorisation for purchase of essential materials under £1000
- To deal with and respond to any correspondence received in relation to Greens matters.
- To oversee the Income and Expenditure for the maintenance of the greens

SHARING OF INFORMATION

A space on the Bolton-le-Sands Parish Council website will be made available for the Sub-Committee to display the Membership, Terms of Reference and Minutes of the formal meeting.

Approved by Council

Min. No.7263.....