

LODDON & CHEDGRAVE PLAYING FIELD COMMITTEE

C/O Loddon Town Council: The Library Annexe,

Church Plain, Loddon, Norfolk, NR14 6EX

Tel: 01508 522020 | Email: PFCCommittee@loddontowncouncil.gov.uk

Tennis Club subcommittee – Terms of Reference and Delegations

Minimum requirement of 5 Members

Frequency of Meetings: As required

1. Authority

The Tennis Club Subcommittee is appointed by the Loddon & Chedgrave Playing Field Committee and is solely responsible to the Loddon & Chedgrave Playing Field Committee (L & C PFC). The subcommittee's duties are outlined in this Terms of Reference and are defined and agreed by the L & C PFC who may vote, at any time, to modify the subcommittee's powers.

The membership and Terms of Reference will be reviewed and agreed, as a minimum, annually by the L & C PFC.

The performance and the objectives of the Committee will be reviewed and evaluated at least annually in relation to performance against the subcommittee's objectives.

The Tennis Club subcommittee will be responsible for the day-to-day running and expenditure of the club; however, the L & C PFC will retain financial control over the tennis court income/reserves.

The subcommittee are delegated an annual budget of £800, with a limit on single transactions of £100 (lead Council Financial Regulations will apply).

The Tennis Club subcommittee has delegated powers and can make decisions without full L & C PFC approval if the decisions are within the agreed objectives for the Tennis Club and its operations.

2. Tennis Club Objectives and responsibilities

- The purpose of the subcommittee is to allow the tennis club members to join the subcommittee and assist with the day-to-day tasks and decision making of the club.
- To encourage and help people play tennis.
- To promote fitness and wellbeing to a breadth of ages and ability throughout the community.
- To manage the tennis courts for the benefit of all users, including Pay and Play.
- To encourage club participation and membership.
- To consider and execute events that may raise funds for the club.
- To alert the L & C PFC to any court damage, any repairs required. It may also be necessary to obtain quotes to assist with the L & C PFC's decision making.
- To ensure the tennis club is run within the annual budget and the spending limitations imposed by the L & C PFC (all expenditure must be reported to the Finance Officer).
- The lead Council will apply for and keep a record of the tennis club DBS certificates. However, the subcommittee must be aware that a valid DBS is required for coaches and people working on the courts and inform the Council when it is necessary to carry out safeguarding checks.
- The subcommittee should ensure that the policies adopted by the lead Council are adhered to, and the policies of the club are appropriate, implemented and reviewed on an annual basis. Policies should also be publicised across the club, coaches and people working or playing on the courts.

- The subcommittee is responsible for ensuring that the members personal data is held securely and adhering to the Data Protection Act 2018.
- The subcommittee must present a written report to the L & C PFC at their meetings.

3. Membership

Members of the subcommittee will be made up of L & C Playing Field representatives, coaches and tennis club members as appointed by the L & C PFC¹. The L & C PFC Chairman and Vice Chair will sit as ex officio members of the subcommittee with voting rights if in attendance. Any Member of the L & C PFC shall be entitled to attend and speak at meetings of the subcommittee but may not vote unless an appointed Member of the subcommittee.

When electing subcommittee Members, the L & C PFC will take into consideration the amount of involvement that previous members have had, and those who have not been actively involved in the subcommittee may not be re-elected.

4. Quorum

The quorum of the subcommittee is 3. If less than 3 Members are present the meeting will be immediately postponed to a later date and no decisions taken.

5. Chairmanship

At its first meeting, the subcommittee will elect a chairman to preside at its future meetings and will also elect a Vice Chairman. Elections will be held every year at a similar date or as close as possible. The appointments will be confirmed at the L & C PFC annual meeting in June.

6. Meetings

Meetings will comply with the Standing Orders adopted by the lead Council. All meetings where decisions and resolutions are to be made will be held in public with the public and press excluded only by a resolution of the Committee if publicity would prejudice the public interest by reason of the confidential nature of the business or for some other reason stated in the resolution and arising out of the business to be transacted. The power to exclude is not exercisable generally but only for a particular occasion. The Committee will meet as required.

7. Record of Proceedings

Agendas will be published according to statutory requirements and will reflect the items to be discussed at the meeting of the subcommittee. Items for the agenda should be submitted to the Chairman and Clerk a minimum of 3 days prior to the meeting.

Written minutes will be taken as a record of the subcommittee's decisions and will be circulated to the members of the subcommittee and the L & C PFC. The Minutes will be presented for approval by resolution at the next meeting of the subcommittee. Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

Duration: Ongoing.

These Terms of Reference were adopted by L & C PFC at its meeting held on 21 February 2023.

Signed:

Dated:

¹ Non Cllrs are able to join the subcommittee - parish land - Local Government and Housing Act 1989 S.13 and The Parish and Community Councils (Committees) Regulations 1990 Regulation 3 (SI 1990/2476)