

LODDON & CHEDGRAVE PLAYING FIELD COMMITTEE

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1. Loddon and Chedgrave Playing Field Committee

The Loddon and Chedgrave Playing Field Committee (PFC) is a joint Committee¹ of Loddon and Chedgrave Councils and has been established to oversee the management of the playing field as outlined below and detailed in the 8th February 1954 Conveyance (available on request from the Parish Clerks). For the avoidance of any doubt, the Loddon & Chedgrave Playing Field is jointly registered with the Land Registry under the title NK473324. See Map, appendix A.

1.1 Scope

Loddon and Chedgrave Councils are the joint owners of the Playing Field and they have sole responsibility for the acquisition or disposal of the Playing Field land in the Parish of Loddon. The area owned jointly by Loddon and Chedgrave Councils comprises the tennis courts, including tennis court hedging, and playing field, known locally as the Jubilee Hall Playing Field. For the avoidance of any doubt, the overall area of the Playing Field is managed as defined in the Supplemental Trust Deed in relation to the Loddon & Chedgrave Recreation Field, dated 2nd December 2019, paragraph 2, pasted below:

2. The property contained within title number NK473324 comprises the Recreation Field, Jubilee Hall, Car Park, Tennis Courts, Toddler Play Area and Skatepark although responsibility for the various aspects of the property is as follows:

Loddon & Chedgrave Recreation Field & Tennis Courts – Loddon & Chedgrave Playing Field Committee
Jubilee Hall & Car Park – Jubilee Hall Management Committee
Toddler Play Area & Skatepark – Loddon Parish Council

1.1a Boundaries

- The hedge between the Playing Field and Old Market Green is the responsibility of the PFC (this excludes the triangular belt of trees at the junction of Old Market Green and George Lane which is in private ownership)
- The hedge along George Lane is the responsibility of the PFC.
- The hedge and belt of trees from George Lane in front of Crossway Terrace up to Kittens Lane is the responsibility of Saffron Housing Trust.

¹ Local Government Act 1972 S. 101 (5)

- d. The hedge around the recycling area is the responsibility of Loddon TC.
- e. The hedge along Kittens Lane and around the Kittens Lane Play Area is the responsibility of Loddon TC.

1.2 Purpose

The purpose of the PFC is to oversee the general management of the playing field and tennis courts. It is responsible for decision making about the day to day running of the playing field, managing the playing field's finances and reporting to the owners (Loddon and Chedgrave Councils) about the status of the playing field and tennis courts.

1.3 Ultimate Responsibility

Ultimate responsibility for the continuity, good management and decisions concerning the use of the Loddon and Chedgrave Playing Field shall rest with Loddon and Chedgrave Councils. The Councils delegate the execution and administration of the day-to-day management to the PFC as set out in these Terms.

2. Membership and Appointment

2.1 Membership of Loddon and Chedgrave PFC

The PFC shall comprise:

- Two voting representatives from Loddon Town Council.
- Two voting representatives from Chedgrave Parish Council.
- One voting² representative³ for each organisation which regularly uses the playing field and / or tennis courts. (External Organisations). Only one member from each External Organisation may vote although additional representatives may attend and speak at the meetings as members of the public as laid out in paragraph 3.1.

The minimum number of PFC members, and number of members required to be quorate, is three, provided that there is at least one representative from each Council present. It is recommended that the membership of the PFC is no greater than 12.

The Councils and the External Organisations may elect substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend. All members, regardless of their appointing organisation, are committed to working in the best interests of the PFC, even when this is contrary to their outside interests. All PFC members will be required to complete and sign a Declaration of Interests form. All PFC members will be required to abide by the administering council's Code of Conduct (currently Loddon TC).

2.2 Representatives from External Organisations

External Organisations who are regular users of the playing field and / or tennis courts will be invited to appoint a representative to the Committee. The invitation will be made by the clerk in writing and a list of current PFC members appointed by External Organisations shall be maintained with the minutes of the PFC.

² Local Government and Housing Act 1989 S.13 and The Parish and Community Councils (Committees) Regulations 1990 Regulation 3 (SI 1990/2476)

³ Local Government Act 1972 S. 102 (3)

These appointments remain in post until they or their organisation confirms in writing to the PFC that they no longer wish to do so. If an individual steps down, their appointing organisation will have the opportunity to appoint a replacement.

Appointments are only valid as long as the External Organisation remains a regular user of the playing field and / or tennis courts.

The PFC reserves the right to remove individual PFC members and / or revoke their organisation's right to vote if they are not deemed to be working in the PFC's best interests. This action will be made in writing to the individual and their appointing organisation.

2.3 Appointment

Council appointments to the PFC will be made annually, normally at the May meetings. The Councils will confirm in their minutes their appointments. A Chairman and Vice Chairman will be appointed at the Annual General Meeting of the PFC.

Any replacement members will be confirmed in writing to the PFC.

Should a vacancy occur, the appointing organisation (Town/Parish Council or External Organisation) shall be given the opportunity to appoint a replacement. Failure to appoint representatives from external organisations does not invalidate the Committee unless it becomes inquorate.

2.4 Officers

The PFC will appoint officers, including, but not limited to:

- Responsible Finance Officer (RFO)
- Clerk

A role description of any officer role deemed necessary will be stored with the Minutes. Normally the RFO/Clerk will be the RFO/Clerk from one of the parish councils. Neither the RFO nor Clerk has voting rights.

3. Meetings

3.1 Holding Meetings

The PFC shall meet at least four times each year, in January, April, July (AGM) and October) Budget meeting). Additional meetings may be called if required.

Meetings will be held in line with normal parish/town council meeting practice. Agendas for meetings will be publicised by displaying them on the Loddon and Chedgrave Council notice boards and websites. Agendas and relevant papers will be shared at least three clear days ahead of the meeting.

Meetings will take place in person (unless the law allows otherwise) and will be open to the press and public who will be given the opportunity to speak during the public participation session which will be limited to 15 minutes.

Meetings will take place in a venue of the PFC's choosing in line with normal parish council practice.

3.2 Minutes

Minutes of the PFC meetings will be taken, signed and published in line with normal parish council practice, and a copy supplied to Loddon and Chedgrave Councils and all External Organisations on the PFC.

3.3 Decision Making

The Committee will make decisions by majority vote. In the event of an equal split the Chairman has the casting vote.

4. Reporting

- 4.1. The PFC is jointly accountable to Loddon and Chedgrave Councils. The Councils' appointees on the PFC will be responsible for reporting back to their Council on the business of the PFC. Where necessary for the Councils to make a decision, this will be raised by the PFC Clerk to the respective Parish Clerks.
- 4.2. Appointees for external organisations will be responsible for reporting relevant information to their organisation.

5. Finance

- 5.1. The PFC shall not incur financial liability for the playing field and tennis courts but shall be responsible for ensuring that expenditure on the upkeep and maintenance of the playing fields and tennis courts does not exceed, without the prior agreement of Loddon and Chedgrave Councils, income received from grants, fees, or any other source of income.
- 5.2. Separate bank accounts will be maintained for the PFC, distinct from the town/parish council bank accounts but managed by the "administrating council" (currently and normally Loddon TC). One will be a day-to-day current account and one will be kept for earmarked reserves both recording receipts and payments.
- 5.3. Loddon and Chedgrave Councils shall be responsible for funding all major capital expenditure in connection with the purchase of machinery in common use or the erection/extension of buildings (other than the Jubilee Hall). The aforesaid funding shall be at the sole discretion of Loddon and Chedgrave Councils; the PFC shall not enter into funding for these purposes without the prior agreement of Loddon and Chedgrave Councils.
- 5.4. The PFC shall raise such charges against the users of the playing fields and tennis courts as they consider reasonable, taking into consideration revenue from other sources and maintenance to the playing fields carried out by such users on a regular basis.
- 5.5. Contributions to maintenance of the playing field and tennis courts shall be made by Loddon Town Council and Chedgrave Parish Council on a percentage split, based on the most recently available, comparative parish population figures. The details will be recorded in the annual Budget Meeting Minutes. These figures will be informed by the Census every 10 years, and by information from Norfolk Insight on years in between Census years.
- 5.6. An annual statement of accounts shall be submitted to Loddon and Chedgrave Councils within 60 days of 31st March each year. Any payments/receipts will be published in the minutes of each meeting in line with normal Parish/Town Council practice. A forecast budget meeting will be held in October each year and consideration of any annual grant towards the cost of maintaining the playing fields by Loddon and Chedgrave Councils shall be based on this information.
- 5.7. The accounts will be incorporated into the AGAR/external audit processes of both parish councils as stipulated in the Joint Panel on Accountability and Governance Practitioner's Guide.
- 5.8. The Playing Field itself is entered on the Asset Register of each council. However, the peripherals belonging to the Playing Field such as machinery and equipment, is entered on the Asset Register of the administrating council, currently and normally Loddon TC.
- 5.9. The Committee may from time to time deem it necessary to carry out fundraising activities. Any fundraising campaigns or activities will be notified to the Councils. All activities will be run in

compliance with normal Parish/Town Council practice and the Institute of Fundraising's Code of Fundraising Practice.

6. Functions

- 6.1. The PFC will be responsible for the day-to-day operation of the tennis courts (bookings, providing access to courts, collecting fees) or may delegate the responsibility to a third party or a Sub Committee. Any other matters relating to the tennis courts, such as repair and maintenance requirements will be referred to the PFC.
- 6.2. The PFC will ensure that all commercial and community group users of the playing fields shall have the necessary public liability insurance and are required to supply a copy annually to the PFC.
- 6.3. The PFC will maintain and insure all PFC equipment in common use for the purpose of maintaining the playing field and all those persons who may use it. An asset register will be maintained and reviewed annually at the AGM.
- 6.4. The PFC will carry out routine risk assessments, review them annually at the AGM and store these in accordance with Parish Council policies.
- 6.5. The PFC will ensure that the users of the playing field and tennis courts:
- i. Observe the terms of hiring issued by the PFC, available from the PFC Clerk.
 - ii. Observe all local by-laws
 - iii. Avoid disturbing and causing a nuisance to those living in the immediate vicinity of the playing field and tennis courts.

7. Approval

7.1 Where approval is required

All major decisions, such as (but not limited to):

- Disposal / acquisition of land
- Erection or demolition of buildings and fixtures
- Banking arrangements
- Policies
- Changes to the fabric of facilities

shall be referred to the Councils. Any referral will be recorded in the PFC's Minutes, along with subsequent confirmation of this referral having been made, and a report of the Councils' decisions.

7.2 Financial Decisions

In addition to the above Terms, the PFC will refer any expenditure in excess of the annual PFC budget to the Councils. However, in the case of a minor overspend, the PFC has the authority to use up to £500 from PFC reserves to cover this. Anything in excess of £500 must be referred to the respective parish councils.

In an emergency, in consultation with the PFC Chairman, there is delegated authority to the Clerk of up to £1,000 expenditure.

General expenditure will be authorised by named signatories, of which no less than two must approve any expenditure at least one being a parish council representative. There will be at least three named signatories on the PFC.

8. Policies

The PFC will adopt the policies and procedures of the Parish/Town Council providing administrative services at the time, currently Loddon Town Council, and based on professional body model codes. If additional policies are required, or that the Council's policies are not suitable for the PFC's activities, the PFC will seek to find a suitable policy from a reputable source.

When these policies are updated by the Council, the PFC will make sure to thoroughly review revised versions to ensure they are still appropriate for their activities.

A record of the adoption of the policies (and subsequent editions) will be recorded in the PFC's Minutes. This will include (but not be limited to):

- Safeguarding
- Health and Safety
- Data protection
- Conflict of Interest
- Financial regulations

9. Review of Terms of Reference

These Terms of Reference will be reviewed at least every three years. PFC members will each be issued with the current Terms of Reference. Should the need arise the Terms of Reference can be reviewed and amended prior to the scheduled review period.

The Councils are responsible for considering and approving any changes to these Terms of Reference. In the case of a dispute, a recognised professional body will be consulted as the arbiter. Ratified on behalf of:

Loddon Town Council

Chairman Name: Amy Woodman

Signature: 

Date: 26/03/2024

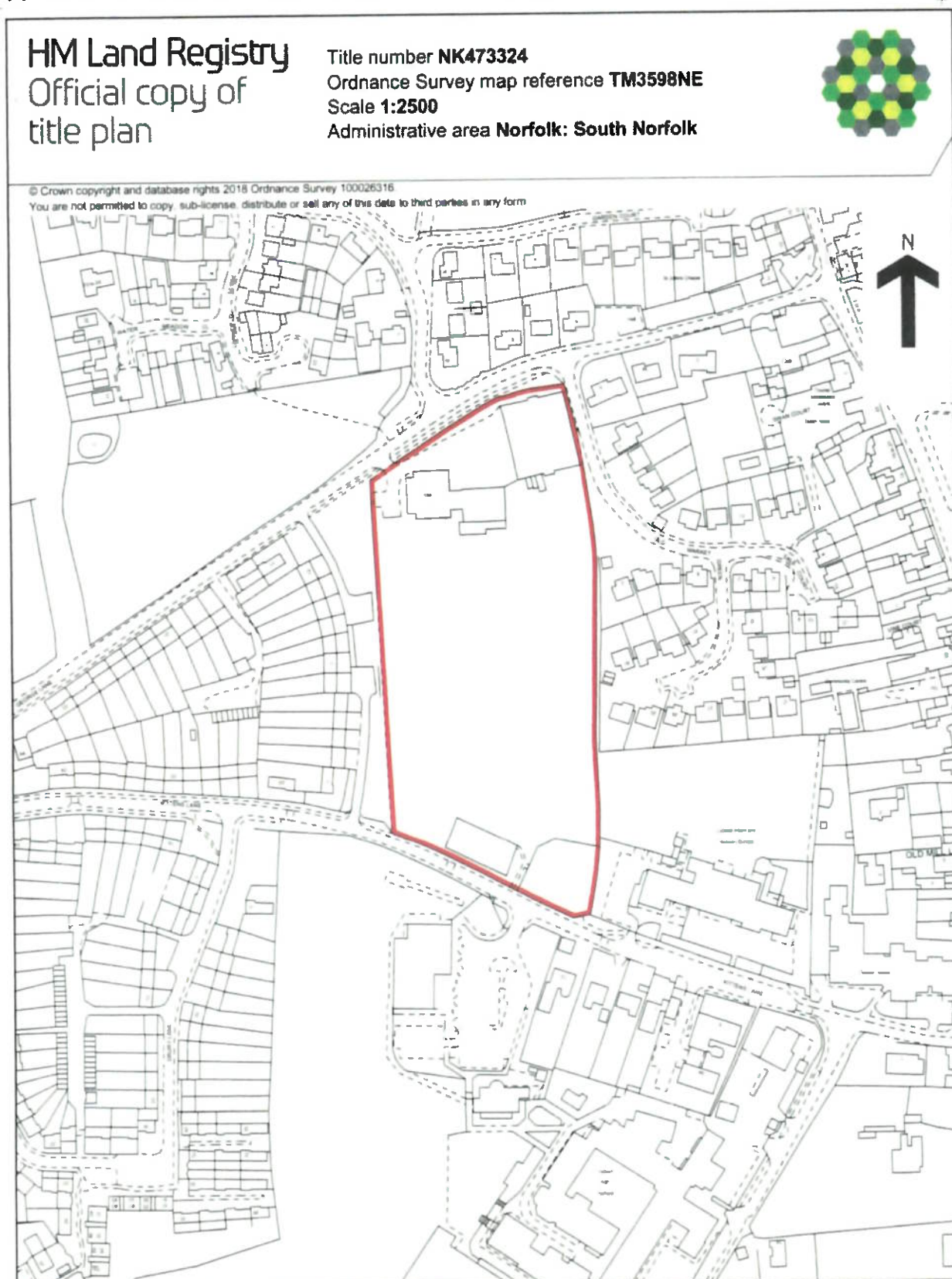
Chedgrave Parish Council

Chairman Name: Joanne Sinfeld

Signature: 

Date: 10/04/2024

Appendix A – Map of Loddon & Chedgrave Playing Field



This official copy issued on 7 January 2018 shows the state of this title plan on 7 January 2018 at 14:55:26.
It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002).
This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale.
Measurements scaled from this plan may not match measurements between the same points on the ground.
This title is dealt with by HM Land Registry, Kingston upon Hull Office.

