

**DRAYTON (ABINGDON) PARISH COUNCIL – LEISURE AND GENERAL PURPOSES
WORKING GROUP – TERMS OF REFERENCE**

**Date Last Agreed: 16th May 2011
2012**

Date of Next Review: May

Objective:

The Leisure and General Purposes (L&GP) Working Group is responsible to the Parish Council for running and keeping in good order of the Council's facilities, including play areas; allotments; the Drayton Burial Ground; seating, shelters and litter/dog bins.

Membership:

1. Membership of the Leisure and GP Working Group is established at the Annual Parish Meeting in May each year.
2. The Leisure and GP Working Group comprises up to five Councillors
3. One of the members of the Leisure and GP Working Group is elected annually by the Parish Council as its chairman.
4. Co-opted Councillors may join during the year if authorised by Parish Council at a monthly meeting;
5. Members from outside bodies may be invited to join the Committee. These persons do not have a right to vote or to move or second a motion (as per Standing Orders);
6. Three members shall constitute a quorum for meetings

Meetings

7. Meetings of the L&GP Working Group are to be held as and when required in order to consider matters relevant to the Group's objectives.

Decision/Delegated Powers:

8. To implement relevant policies of the Council relating to its facilities and where appropriate recommend amendments and new policies to the Council;
9. To carry out the duties of the Council with respect to the provision, maintenance, development and health and safety of:
 - a. all buildings, open spaces, burial ground, village greens, allotment and horticultural areas whether owned, leased or managed by the Council;
 - b. sporting, cultural and recreational facilities provided by the Council and to review the local provision of such facilities;
 - c. bus shelters, seating, litter and dog bins

Specifically:

- (a) To ensure that playgrounds and play equipment are kept in good order, including annual or more frequent safety inspections by appropriately qualified persons, in accordance with legal requirements; to ensure that any safety recommendations are carried out effectively and promptly.
 - (b) To keep the allotment tenancy agreement under review and ensure the compliance with its terms through the Allotment Warden(s); to liaise with the Allotment Warden(s), and to refer any change in the Wardens to the Parish Council, with recommendations for new appointments.
 - (c) To ensure that the Burial Ground is kept in good order (including annual 'topple' and other health and safety testing); that the burial ground layout plan, terms and conditions for undertakers, gravediggers and monumental masons are kept updated; and that burial records are properly maintained by the Clerk, in accordance with legal requirements; To make recommendations to the Parish Council for any changes to the burial ground, and to seek Council approval for any changes to the procedures, plans or charges.
10. To liaise with the Village Caretaker on matters such as grass cutting, removal of litter, etc.
 11. To submit to Council proposals for new and improved services;