



Recreation Ground Working Group Terms of Reference

The Recreation Ground Working Group (RGWG) is a standing working group of the Parish Council.

The Recreation Ground Working Group (RGWG) will comprise up to 9 members.

The quorum of the RGWG shall be 3 members.

The primary objective of the RGWG is to take responsibility for the maintenance and development of the Recreation Ground, the pavilion, Hirst Meadow, the Bowling Club house, the MUGA, the play areas at St Mary Bourne and Stoke, and the equipment thereon.

To fulfil this objective the RGWG shall undertake the following roles:

1. To take responsibility for the Grounds Maintenance contract, including seeking and reviewing tenders, making recommendations to the Parish Council on the selection of a supplier and monitoring performance of the contracted supplier through the life of the contract.
2. To organise a periodic tree inspection of the Parish Council land above and to make recommendations to the Parish Council on required tree maintenance work.
3. To meet annually with the established users of the Parish Council land and facilities above, including St Mary Bourne Cricket Club, Ninny's House, and St Mary Bourne Bowling Club to discuss contracts and any issues arising.
4. To review annually the council's policies on the use of its land, assets and facilities and make recommendations to the Parish Council on any updates required.
5. To review annually the inventory of Parish Council land and assets above and make recommendations to the Parish Council on the need to provide earmarked reserves for the future replacement and/or upgrade of any assets, to lessen the precept burden in any one year.
6. To review annually the insurance arrangements on the assets above and ensure they are adequate.
7. To seek and review quotes for new and replacement equipment for the above areas and make recommendations to the Parish Council.
8. To provide the Responsible Financial Officer with written estimates of any expenditure it wishes/expects to incur in the coming year no later than 20th October so that they be incorporated into the annual budget.