

**DRONFIELD TOWN COUNCIL**  
**PARKS & RECREATION COMMITTEE**  
**TERMS OF REFERENCE**

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**Membership**

The Committee shall consist of five members of the Council. The Mayor and Deputy Mayor are ex officio members of this Committee.

**Chairman**

At the first meeting of the Committee after the Annual Meeting of the Council the first business will be to appoint a Chairman of the Committee.

**Frequency of Meetings**

Meetings will be held on an ad hoc basis as and when required with a minimum of one meeting per year.

**Quorum**

A quorum at each meeting shall be 3 members.

**Staff Attendance**

The Town Clerk or Assistant Clerk shall be required to attend all meetings. Other staff may, at the Chairman's discretion or the Committee's request, attend meetings as required.

**Terms of Reference**

The Committee is appointed to make decisions relating to Council parks and recreation areas subject to budget and expenditure limits decided by the Council.

1. To ensure that all Council parks and recreation areas are properly maintained and managed.
2. To ensure that all Council parks and recreation areas comply with Health and Safety requirements.
3. To ensure that all Council parks and recreation areas are covered by adequate insurance.
4. To ensure that any matters relating to parks and recreation areas are dealt with quickly and correctly.
5. To ensure play areas are refurbished as and when required.
6. To ensure that all requests for capital purchases are referred to the Council.
7. To ensure that if any legal issues arise these are handled in consultation with the Council.