



**CHINEHAM PARISH COUNCIL**  
**RECREATION COMMITTEE - TERMS OF REFERENCE**

1. The Recreation Committee is constituted to oversee and make recommendations about recreation projects in Chineham.
2. The Recreation Committee has no decision making powers but instead makes recommendations to Chineham Parish Council for agreement.
3. The Recreation Committee has an overseeing role in the management of the allotment site on Hanmore Road. The Committee
  - i. Liaises with the Chineham Allotment Team.
  - ii. Makes recommendations about expenditure on allotment maintenance.
  - iii. Reviews the allotment rules annually and makes recommendations about changes or additions.
4. Membership numbers on the Recreation Committee are not limited but are subject to a minimum of four serving Parish Councillors. All serving Councillors may request to be appointed to the Committee.
5. Membership of the Recreation Committee is reviewed and voted on annually at the Annual Meeting of Chineham Parish Council.
6. At the first meeting of the Recreation Committee following the Annual Meeting of Chineham Parish Council the Recreation Committee will elect the Chair and Vice Chair before any other business is conducted.
7. The Committee will be quorate in accordance with the Council's Standing Order 1.u and meetings will normally be held in line with the published Parish Council meeting timetable –that is usually one per month.
8. Items to be discussed at the meetings are limited to those that are included on the agenda for the meeting. The agenda shall be circulated by e-mail to all Committee members in advance and in accordance with the Council's Standing Order 1.b.
9. The Recreation Committee allows members of the public to address the Recreation Committee meeting. Members of the public may speak for 3 minutes in accordance with the Council's Standing Order 1.g. However, in accordance with the Council's Standing Order 1.d, members of the public may be excluded from the meeting if confidential business is to be transacted.
10. A representative of the Chineham Allotment Team is invited to every Recreation Committee meeting to provide an update and raise any issues.
11. All Committee members may attend S106 meetings with Borough Council Officers and Ward Members to discuss how developer contributions may be used to create new recreational facilities or enhance existing facilities within the parish.
12. The Assistant Clerk is responsible for the maintenance of any documents and records necessary for the effective fulfillment of the Committee's duties as listed above.
13. These Terms of Reference for the Recreation Committee shall be reviewed annually at the Annual Meeting of Chineham Parish Council.