Football Pitches Sub-Committee

Terms of Reference

Introduction

In June/July 2027 CALA will be transferring the football pitches, the recreation ground and the keep fit equipment to the Parish Council. The Kings Barton Committee believes it is important that these resources are available to be used by the community, as close to the transfer date as possible. The Kings Barton Committee has therefore set up a sub-committee to make all the decisions necessary for the smooth transfer of the facility and a safe set up and management of the resource.

NALC guidance says that a sub-committee may be formed to deal with a specific project or issue. Once the matter has been dealt with the sub-committee can be disbanded. A sub-committee does not have to hold regular meetings but all agendas must be posted and published 3 clear days before the meeting. All meetings must be held in public and must be minuted. The minutes of the meetings are required to be published on the PC's website.

The Football pitches sub-committee will report to the Kings Barton Committee.

The role of the Sub-Committee

Working with the Clerk, the Sub-Committee will be responsible for the set up and management of the football pitches. These responsibilities include:

1. **Recruitment and appointment of a maintenance contractor**
   A contractor will need to be appointed to maintain the pitches and the recreation ground. The Committee will need to make a number of decisions about the length and scope of the contract. The appointment of the contractor will need to follow the Procurement Act 2023.
2. **Grounds keeping responsibilities**
   A grounds keeper will be required for a certain number of days per year to inspect the pitches; apply any necessary weedkiller; aerate the ground; fertilise; repair damaged parts; and mark out the pitches. This contractor is usually more specialised than the maintenance contractor and it may be decided that there should be a separate contractor to do this work. A grant from the FA's "Grass pitch improvement programme" may also be considered as appropriate to apply for to help pay for this specialist care.
3. **Fee structure, booking and invoicing**
   Deciding the fees for the hire of the pitches and how they are to be booked and invoiced or fees taken. Consideration will need to be given on how the bookings and income are reported back to the Council or Committee.
4. **Marketing**
   Deciding how the pitches are to be promoted, if at all. For the first few years at least it will be unlikely that there will be football teams specific to Kings Barton. As the community grows, it is hoped that this will change but in the meantime it may be necessary to advertise the availability of the facility to other teams.
5. **Pavilion janitor requirement and appointment**
   The Pavilion will be a resource for the football pitches. It is designed to allow for opposing teams to change and shower. There are also offices for the match officials.

There will need to be a schedule of cleaning agreed and a cleaner contracted or possibly employed. The sanitary contracts will need to be agreed.

6. **Meeting the inspection requirements**
   There are a number of inspection requirements for a sports pavilion including PAT testing; legionella testing; fire risk assessments etc. There will need to be regular inspections of the keep fit equipment.
7. **Purchase of furniture for the pavilion**
   Furniture for the pavilion will need to be specified and ordered. A budget will need to be agreed. It is likely that the pavilion will be transferred to the PC before the pitches are transferred so it is possible that these matters can be agreed after the HWPC takes ownership of the building.
8. **Other outside equipment required**
   It is unclear if CALA are providing goalposts and corner posts. The plans do not specify that they do so. If necessary these will need to be purchased. The sub-committee will need to consider what other equipment is required such as portable flood lights (useful for late training), or maintenance equipment for volunteers and apply for grants for them.
9. **Outside storage**
   CALA will not be providing any outside storage. There is very little storage in the pavilion. Having outside storage will be essential if any equipment in point 8 are purchased. Grants are available.
10. **Policies**
    All policies such as health and safety, bookings etc will need to be agreed as appropriate by the Committee. These will to be referred to the PC for final agreement.
11. **Outside gym equipment**
    CALA's plans include a specification of the equipment provided. Consideration will need to be given for their maintenance.
12. **Waste requirements**
    There are only outside public waste bins available at the pavilion. The provision of other waste requirements at the pavilion will need to be considered.

Membership of the Sub-Committee

Membership of the Sub-Committee will be decided by the Kings Barton Committee. As the Committee is a decision making body it will need to be chaired by a Headbourne Worthy PC Councillor. The sub-committee may include members of the community that have experience in football clubs but are not necessarily members of the Kings Barton Committee. Quorate will be 3 but it is advisable that at least 3 members of KBC are in attendance when important decisions are due to be made.

Meetings

A sub-committee is not required to meet regularly. The meetings will be agreed with the Clerk and Chair on a date in which as many sub-committee members are available. It is

probable that more meetings will be scheduled as and when decisions are required to be made. Meetings will be held in public and will follow the Council's Standing Orders.

Agendas and Minutes

The agenda for the meeting will be drawn up by the Clerk. Committee members can inform the Clerk of any matters that they wish to see discussed at the meeting up to 4 days prior to the meeting. The agenda will be published on the Parish Council's website and posted on the village noticeboards in the parish. The minutes of the meetings will be published on the Parish Council's website as soon as is practicable but in advance of the next meeting. The Council's standing orders will apply to the production of the agendas and minutes.

Finance

The room hire will be taken out of the HWPC general reserve. The Clerk's time and other expenses will be taken out of the overall Council budget.