

Terms of Reference Leisure Parks and Open Spaces Committee

1. Leisure, Parks and Open Spaces (LPAOS)

The LPAOS will be run by a committee made up of 4 councillors.

The committee will meet monthly on the last Tuesday of every month.

Discussions will take place on:

- A)** The previous months work, explore any problems that may have been experienced during the month.
- B)** The next months' work along with any proposals, and capital works.

The committee will report to the full council on the LPAOS meeting, with any recommendations, with costs if applicable, for authorisation by the full council before any expenditure is committed.

2. Communication LPAOS with contract holder

- A)** Any complaints or requests from Councillors, council employees, organisations or the public, regarding LPAOS must be reported to the Proper Officer.
- B)** The Proper Officer will record all items from 1a and present these to the monthly LPAOS meeting.
- C)** The Proper Officer is to report any items under 1a to the current contract holder (Fylde Borough Council).
- D)** The Proper Officer is to email named contact of current contract holder and copy the full LPAOS committee on every email, with the information/request.
- E)** This request will be passed to the correct personnel and a reply will be sent to the Proper Officer and LPAOS committee on the action taken.
- F)** In event of emergency, named senior contact/s of current contract holder can be contacted in accordance with 1d above.
- G)** All communications between the Council, LPAOS Committee or Councillors with the Contractors will go through the Proper Officer

3. Contracts/Tenders

All contacts and tenders are subject to standing order 25 to 31.

4. Notification of Intent to hold an event on Council Owned or managed land

- A)** The applicant must apply to Kirkham Town Council using the appropriate form.
- B)** The Council must receive the completed form a minimum of three months' before the date of the event.
- C)** On receipt of the Events form:

The Proper Officer will inform the Council of the proposed event.

The Proper Officer will liaise with the following to seek advice and opinions and bring the information to the next full Council meeting:

Fylde Borough Licencing Officer
Lancashire Police Authority
Lancashire Highways
Fylde Health and Safety Officer
Fylde Food Safety Officer
Fylde Environmental Officer
Fylde Erection of Temporary Structures or signs

- D)** The full Council will consider the application at the next full meeting and inform the applicant within 3 days of the meeting of the decision.
 - i) If the applicant is declined, the applicant must be informed of the reasons for the failure.
 - ii) If the application is subject to additional restrictions, agreement must be received in writing before the event can take place.

5. Chairperson of Leisure, Parks and Open Spaces

Responsibilities

- A)** To report to the full Council Meeting, on the following:-
 - i) Parks contract and propose expenditure of man hours or finance
 - ii) Parks and Open Spaces
 - iii) Facilities including Community Centre, WSH Pavilion and Barnfield
 - iv) Allotments
 - v) Car Parks
- B)** The Chairperson must report to the full council on anything other than minor day to day decisions.

C) The Chairperson cannot make any policy or financial decisions, these can only be authorised by full council

Community Centre/ William Segar Hodgson Pavilion/ Barnfield

A) Work with the Community Centre Manager to ensure the efficient running of the Community Centre.

B) That three quotes are prepared as standing orders, for all expenditure over £1000.00 relevant to Community Centre.

C) To carry out at least annually a full visual inspection internally and externally of the building.

D) To ensure that risk and method statements are in place for:-

- i) Building fire risk assessment and evacuation plan
- ii) Moving chairs and tables from store room and setting out
- iii) All sub contract work
- iv) Working at height
- v) Lifting
- vi) Any other items that maybe required

E) That all electrical equipment in the community centre and any brought in to the building is PAT tested and a record is maintained of date tested and next test date.

Allotments

A) To inspect the allotments annually for any infringement to Kirkham Town Council's rules and regulations

B) That three quotes are prepared as standing orders, for all expenditure over £1000 relevant to Allotments.