

EUXTON PARISH COUNCIL

LEISURE COMMITTEE

Responsibilities

The Leisure Committee is a standing committee of the Council which is tasked with:

- To consider and decide on issues arising from the leisure, recreation and amenities the Council is responsible for
- To improve, provide and/or create new recreation opportunities within Euxton where possible
- To ensure current facilities are well maintained, inspected and cared for

Objectives

- Continually review current provision to ensure it is safe and fit for purpose
- Sanction maintenance, repairs or replacement of items where necessary
- Develop new ideas or projects to present to Council if opportunities arise

Delegation and Finance

The Leisure Committee has delegated responsibility, granted by Council, to achieve its responsibilities and objectives.

Therefore the Committee is empowered by Council, to deal directly with all relevant bodies at Borough, County and Regional levels, and with applicable granting or funding bodies, all appertaining to the Council's leisure facilities.

The budgets the Leisure Committee has delegated responsibility to spend from are:

- Millennium Green
- Amenity/Open Space Repair, Renewal, Maintenance (RRM)

The Leisure Committee is to prepare a budget proposal, for any major/new/additional projects which, in the Committee's opinion, should be referred to Full Council for consideration and approval at the Precept meeting - as per the Council's Standing Orders.

Meeting Procedure

The Leisure Committee will abide by the Council's agreed Standing Orders in relation to Committee's.

- The Chairman of the Leisure Committee will instigate the meetings in liaison with the Clerk over matters which need to be considered

- Members of the Leisure Committee will receive an agenda and papers for each meeting convened
- All other Councillors will receive the Committee agenda, papers would be available on request

Quorum and Membership

- The Leisure Committee is to consist the recommended numbers set by Full Council
- A quorum for meetings shall be three
- Membership of the Committee is confirmed at the Annual Meeting of the Council (in May)
- If a resignation from a Committee will affect its ability to function (ie, membership drops below its minimum) the matter will go to a Full Council meeting for an additional member to be appointed to that Committee

Standing Orders

A copy of the current Standing Orders relating to Committee's is attached below.

Extract from Euxton Parish Council's Standing Orders, Committee section:

3. COUNCIL COMMITTEES

3.1 Standing Committee

The Council may at the AGM appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:

- a) shall not appoint any member of a committee so as to hold office later than the next AGM
- b) may set the membership number of a committee and its quorum number
- a) may at any time dissolve or alter the membership of a committee.

A committee is appointed for the purpose of discharging any of the council's functions. It is not necessary for the Council to ratify committee decisions where delegation applies although any motion which, if carried would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of or reduce the revenue at the disposal of any Committee, or which would involve capital expenditure, shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon.

The Chairman of the Council shall be a member of every committee.

3.2 Chairman of Committee

The Chairman of a committee or the Chairman of the Council may summon a special meeting of that committee at any time. A special meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

3.3 Sub-Committees

Every committee may appoint sub-committees for the purposes to be specified by the committee. The Chairman and Vice Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.

3.4 Quorum

A quorum for a standing committee or sub-committee shall be three or one-third of its total membership, whichever is the greater (see 1.5).

3.5 Rules of Debate

The Standing Orders on rules of debate (except those parts relating to standing and speaking more than once and the Standing Order on interests of members in contracts and other matters) shall apply to committee and sub-committee meetings insofar as they are appropriate (see 1.12).

3.6 Advisory Committee

The Parish Council shall set up and appoint representative(s) to advisory committees as required. An advisory committee may make recommendations and give notice thereof to the Council.

3.7 Voting in Committees

Members of committees and sub-committees shall vote by show of hands. **Chairmen of committees and sub-committees shall, in the case of an equality of votes, have a second or casting vote.**

3.8 Presence of Non Members of Committees at Committee Meetings

Any Council member shall unless the Council otherwise orders, be entitled to be present at the meetings of any committee or sub-committee of which he is not a member, and may speak but not vote at the meeting.

3.9 Discussions and Resolutions Affecting Employees of the Council

If at any meeting there arises any questions relating to employees, the matter should be referred to the Personnel Committee to discuss and reach a recommendation/decision to put before Council. If the matter is of some urgency then calling an extraordinary meeting of the Personnel Committee or the Council will need to be considered.