

SPORTSFIELD AND RECREATION GROUND* ADVISORY GROUP

TERMS OF REFERENCE

Purpose:

The broad purpose of the group is to ensure the overall maintenance and appropriate use of the Sports fields and its facilities. By so doing the residents of Dedham and visitors alike may enjoy these facilities in safety throughout the year.

Membership:

The group will comprise a minimum of three councillors one of whom will be chosen by the others as Chair. A quorum will require the presence of two or more members.

Accountability:

The Chairman will report back to DPC in open meeting each month and will call upon group members to make their own appropriate contributions.

Meetings:

There will be quarterly meetings. The Chair will organise the date, place and time of meetings and be responsible for circulating the agenda at least a week beforehand.

The format will include group discussions, reviewing any written information offered by members and may involve inviting specialists to contribute where helpful.

Working Methods:

It is expected that as well as quarterly group members will maintain constant contact with each other to ensure everyone remains up to date with current developments, new information and problem solving .

*Areas included within this definition are:

- The Sports Playing Field
- The children's play area
- Children's/Adult Sports /Equipment
- The Duchy Field
- The areas encompassing these activities
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Terms of reference agreed: February 2013. To be reviewed May 2013, and annually thereafter.
Reviewed 02.06.2014.