



SPORTS AND RECREATION

TERMS OF REFERENCE

Membership

1. The Mayor is ex-officio member with voting rights on all committees.
2. A minimum of Five Councillors will serve on the committee.
3. The Chair of the committee will be elected annually by the full Council at the first meeting in the new financial year and must be a Councillor.
4. The Chair of the committee will be responsible for the committees budget.
5. The committee may co-opt members from the community to serve for the year in order to assist and advise with any aspects of the committee's business.
6. A quorum of a minimum of 3 members must be present to hold a meeting.
7. The committee to report at each full Council meeting.
 - a. These reports may take the forms:
 - i. Decisions made by the committee
 - ii. Financial statement
 - iii. Recommendations to be ratified by the full Council.
8. Only council members have a right to vote on any proposal put to the Committee, unless a non-council member is properly and legally and co-opted to such. A properly co-opted member will have voting rights.
9. If the minimum amount of 5 Councillors are not present to vote on any financial proposal it must be delayed until next available meeting.
10. Only Councillors are allowed to vote on financial decisions and all 5 Councillors must be in unanimous agreement or the financial decision must go to full council.
11. All meetings to be minuted and the minutes circulated to committee members before presentation to the full Council.
12. All correspondence including emails must be copied to the West Mersea Town Clerk, Group Chairman, Mayor and Deputy Mayor in all cases.

Chairing meetings

The committee will appoint a Chair. In the absence of the committee Chair or Vice Chair at any meeting, the committee will appoint one of its members to chair the meeting.

Principal Objectives

1. Glebe
2. Youth

Duties and Functions:

Glebe

1. Health and Safety
2. General maintenance
 - a. Glebe Buildings
3. Consider and recommend the following:
 - a. User issues
 - b. WMTC issues
4. Consider and recommend ways of improvements
5. Consider and recommend any other issue that the committee considers relevant.

Youth

1. To support the young people of West Mersea to identify issues, projects and improvement in services on West Mersea.
2. To support the young people themselves to come up with ideas, solutions and projects that the Interest Group members can help them to implement and move forward with.
3. To help young people express their ideas to the wider community and encourage community involvement in improving the lives of young people in West Mersea.
4. To link with the main Town Council and West Mersea Town Council Committees such as the Environmental and L-CAP (where relevant) by reporting progress and seeking permission for ideas and projects to be carried forward under the West Mersea Town Council banner.
5. To assist the Young People in research and fundraising where funds are needed to implement projects.
6. To consult with the wider community to identify the viability of projects and services.

Confidentiality

1. Respect for all members and public attending the meeting must be upheld at all times.
2. No swearing or shouting.
3. No personal disputes to be discussed.
4. Confidential information that needs to be discussed at the next meeting should be given to the Chairman in writing prior to any meeting so that a confidential section of the meeting can be included on the Agenda (where the public may be asked to leave) at least 7 days' notice is required.
5. Complaints should be put in writing to the Chairman and in the case of the complaint being about the Chairman should be sent directly to the Town Clerk.
6. Raise hand to speak and wait for the person speaking to finish.

Budget

Councillors may spend up to allocated amounts listed below:

- i. A budget to be set and allocated by full council at start of financial year.
- ii. The committee must keep to the Cost Centre agreed annual budget and ensure no overspend should receipts fall. Expenditure can be increased provided covered by matching receipts.
- iii. The committee Chairman must be present for each financial decision to ensure clarity.

Urgency Provision

- In the event that an urgent or immediate response is required to a matter within the terms of reference of the committee, the Town Clerk is AUTHORISED following consultation with the chairman or in their absence the Mayor/Deputy Mayor to take such action as is necessary to respond to the situation and to report back to the next available meeting.

Progress Tracker

1. Progress tracker to be used and kept up to date.

Date: 1 December 2016

Minute reference: 6381

Reviewed and updated: 16 May 2019

Minute reference: 19/110

Reviewed: 25 June 2020

Minute reference: 20/138

Next review: June 2021