

# Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT  
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## RECREATION, LEISURE & OPEN SPACES

Dear Member

21<sup>st</sup> May 2025

A meeting of the above Committee will be held on **Wednesday 28<sup>th</sup> May 2025** during the adjournment of the Annual Meeting and your attendance is requested.



Mr C Wilkins  
Town Clerk

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## AGENDA

1. Apologies for Absence
2. Election of Chairman
3. Election of Vice Chairman
4. Sub-Committees and Working Parties
  - i) To consider recommendations in relation to sub-committees and working parties
  - ii) To confirm appointment to those remaining, until the next elections in 2027. In the event of any councillor wishing to relinquish an appointment, to appoint a replacement.
  - iii) To consider revised Terms of Reference (*Report A*) and make recommendations for approval

RECREATION, LEISURE & OPEN SPACES		
Sub-Committee / Working Party	Membership	Proposal
Carvers Working Party (7)	Cllr Andy Briers Cllr Mary DeBoos Cllr Rae Frederick Cllr Peter Kelleher Cllr Becci Windsor	<i>Retain and review terms of reference and delegated powers</i>
Events Management sub-committee (formed 5.1.22)	Events Manager Cllr Philip Day Cllr Mary DeBoos Cllr Rae Frederick Cllr James Swyer Cllr Glenys Turner Cllr Becci Windsor	<i>Retain and review terms of reference and delegated powers</i>
Christmas Illuminations Contract Working Party (Temporary) (formed 7.6.23)	Cllr Mary DeBoos Cllr Rae Frederick Cllr John Haywood Town Clerk Events Manager	<i>Wind up</i>
Open Spaces Management Review Task & Finish Group (formed 31.7.24)	Cllr Andy Briers Cllr Gareth DeBoos Cllr Mary DeBoos Cllr Janet Georgiou Cllr Peter Kelleher	<i>Retain and review terms of reference and delegated powers</i>
Cemetery Review Working Party (formed 8.1.25)	Cllr Philip Day Cllr Janet Georgiou Cllr Glenys Turner Cllr Becci Windsor	<i>Retain and review terms of reference and delegated powers</i>

If you would like further information on any of the agenda items, please contact Chris Wilkins, Town Clerk on (01425) 484720 or email [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk).



## **Carvers Working Party Constitution**

This document is intended to supplement the Standing Orders of the Council. In the event of conflict between this document and the Standing Orders, the Standing Orders will prevail.

### **1. Status, membership and quorum for meetings**

- 1.1 The Carvers Working Party is a sub-committee established by the Recreation, Leisure & Open Spaces Committee of Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.
- 1.2 The Carvers Working Party is a standing sub-committee.
- 1.3 Membership of the Carvers Working Party shall comprise such members of the Council as the Recreation, Leisure & Open Spaces Committee or the Council shall from time to time appoint.
- 1.4 Members of the Carvers Working Party shall hold office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Recreation, Leisure & Open Spaces Committee or the Council.
- 1.5 The quorum for meetings of the Carvers Working Party shall be three or one-third of the total membership of the sub-committee at the start of the meeting rounded up to the nearest whole number (whichever is the greater).

### **2. Terms of reference**

- 2.1 The primary purpose of the Carvers Working Party is to exercise on behalf of the Recreation, Leisure & Open Spaces Committee all its powers, duties and functions with regard to the matters listed in paragraph 2.2 below. In exercising this function, the sub-committee shall:
  - 2.1.1 be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
  - 2.1.2 supervise the work of relevant officers and hold them to account.
- 2.2 The matters within the sub-committee's remit are the following: -
  - 2.2.1 To oversee the Council's youth provision and co-ordination arrangements and to advise the Council and its relevant committees on:-

- 2.2.2.1 Initiatives taken, through research and consultation, to determine the suitability of the existing provision;
  - 2.2.2.2 Proposals for altering, enhancing or replacing the existing facilities so that future provision more closely matches young people's aspirations;
  - 2.2.2.3 Young people's preferences for the location, the form of construction and the facilities to be provided;
  - 2.2.2.4 The management of Carvers Clubhouse and any other relevant facilities, including relevant staff;
  - 2.2.2.5 Possible partnership arrangements with other organisations that would assist the Council in meeting its overall objectives for the provision of youth facilities; and
  - 2.2.2.6 Action to be taken to identify sources of funding for capital and revenue costs and arrangements to be made to submit applications for that funding.
- 2.2.2 To oversee the development and implementation of plans for the addition and improvement of recreational facilities of all kinds at Carvers Recreation Ground.

### **3. Delegated powers**

- 3.1 The following powers are delegated to the Carvers Working Party to enable it to discharge its functions:
- 3.1.1 To co-opt additional, non-voting members to itself as it shall deem expedient.

### **4. Rules about meetings**

- 4.1 The provisions of Standing Order 3 which apply to sub-committees shall apply to the Carvers Working Party.
- 4.2 Meetings may take place in person or by using videoconferencing technology but meetings in person shall not be held in licensed premises.
- 4.3 The Clubhouse Manager shall attend every meeting and act as clerk to the Carvers Working Party and if unable to attend they shall arrange for another officer to deputize for them.

Adopted by: Ringwood Town Council on *[tba]* (minute ref. no. *[tba]*)



## Events Management Sub-Committee Constitution

This document is intended to supplement the Standing Orders of the Council. In the event of conflict between this document and the Standing Orders, the Standing Orders will prevail.

### 1. Status, membership and quorum for meetings

- 1.1 The Events Management Sub-Committee is a sub-committee established by the Recreation, Leisure & Open Spaces Committee of Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.
- 1.2 The Events Management Sub-Committee is a standing sub-committee.
- 1.3 Membership of the Events Management Sub-Committee shall comprise such members of the Council as the Recreation, Leisure & Open Spaces Committee or the Council shall from time to time appoint.
- 1.4 Members of the Events Management Sub-Committee shall hold office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Recreation, Leisure & Open Spaces Committee or the Council.
- 1.5 The quorum for meetings of the Events Management Sub-Committee shall be three or one-third of the total membership of the sub-committee at the start of the meeting rounded up to the nearest whole number (whichever is the greater).

### 2. Terms of reference

- 2.1 The primary purpose of the Events Management Sub-Committee is to exercise on behalf of the Recreation, Leisure & Open Spaces Committee all its powers, duties and functions with regard to the matters listed in paragraph 2.2 below. In exercising this function, the sub-committee shall:
  - 2.1.1 be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
  - 2.1.2 supervise the work of relevant officers and hold them to account.
- 2.2 The matters within the sub-committee's remit are the following: -

- 2.2.1 Preparing an annual programme of public and civic events (including such related matters as the town centre Christmas illuminations, display tree, etc.) and considering proposals for the addition of any event to that programme, or the removal of an event from it or the postponement or cancellation of any event previously included.
- 2.2.2 Overseeing the work of the Events Manager, including reviewing the Job Description and Person Specification relating to the role, reviewing the Terms and Conditions of Employment relating to the role (and making recommendations for any changes), receiving reports, advice and guidance from the Events Manager or other relevant officers and holding the officers to account for the performance of their duties relating to public and civic events.
- 2.2.3 Monitoring agreed budgets relating to public and civic events, overseeing the procurement of contracts for the supply of goods or services for such events, approving items of expenditure (within the delegated powers specified below only) and approving sponsorship arrangements.
- 2.2.4 Overseeing the preparation of and approving event management plans and risk assessments, with particular reference to the satisfactory discharge of the Council's health and safety obligations and the prudent management of financial risk.
- 2.2.5 Managing any other aspects of the planning and organisation of the Council's public and civic events that are not delegated to the Events Manager or other officers.
- 2.4 The Sub-Committee's remit shall not, however, extend to considering or giving directions on the detailed arrangements for individual events or other matters delegated to the Events Manager or other officers to decide in consultation with individual sub-committee members or other councillors, volunteer helpers or other organisations.

### **3. Delegated powers**

- 3.1 The following powers are delegated to the Events Management Sub-Committee Party to enable it to discharge its functions:
  - 3.1.1 To co-opt additional, non-voting members to itself as it shall deem expedient.
  - 3.1.2 To agree on behalf of the Council changes to the Job Description and the Person Specification for the role of Events Manager (but not changes to the Terms and Conditions of the employment of any officer);
  - 3.1.3 To give any instruction, direction or guidance relating to the planning or organisation of public or civic events to the Events Manager or other officer which the Council could lawfully have given and which is either

consistent with the delegation of powers to officers or has been requested by the officer concerned;

3.1.4 To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers; and

3.1.5 To authorise on behalf of the Council the use of funds held in the Events Reserve PROVIDED that:

3.1.5.1 “use” in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment; and

3.1.5.2 In any single financial year commencing on 1<sup>st</sup> April no more than 50% of the reserve balance at the start of that year may be used.

#### **4. Rules about meetings**

4.1 The provisions of Standing Order 3 which apply to sub-committees shall apply to the Events Management Sub-Committee.

4.2 Meetings may take place in person or by using videoconferencing technology but meetings in person shall not be held in licensed premises.

4.3 The Events Manager shall attend every meeting and act as clerk to the Events Management Sub-Committee and if unable to attend they shall arrange for another officer to deputize for them.

Adopted by: Ringwood Town Council on *[tba]* (minute ref. no. *[tba]*)



## Open Spaces Management Review Task and Finish Group Constitution

This document is intended to supplement the Standing Orders of the Council. In the event of conflict between this document and the Standing Orders, the Standing Orders will prevail.

### 1. Status, membership and quorum for meetings

- 1.1 The Open Spaces Management Review Task and Finish Group is a sub-committee established by the Recreation, Leisure & Open Spaces Committee of Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.
- 1.2 The Open Spaces Management Review Task and Finish Group is an *ad hoc* sub-committee which will be dissolved automatically upon the Recreation, Leisure & Open Spaces Group resolving to receive its final report.
- 1.3 Membership of the Open Spaces Management Review Task and Finish Group shall comprise such members of the Council as the Recreation, Leisure & Open Spaces Committee or the Council shall from time to time appoint.
- 1.4 Members of the Open Spaces Management Review Task and Finish Group shall hold office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Recreation, Leisure & Open Spaces Committee or the Council.
- 1.5 The quorum for meetings of the Open Spaces Management Review Task and Finish Group shall be three or one-third of the total membership of the sub-committee at the start of the meeting rounded up to the nearest whole number (whichever is the greater).

### 2. Terms of reference

- 2.1 The primary purpose of the Open Spaces Management Review Task and Finish Group is to exercise on behalf of the Recreation, Leisure & Open Spaces Committee all its powers, duties and functions with regard to the matters listed in paragraph 2.2 below. In exercising this function, the sub-committee shall:
  - 2.1.1 be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and



2.1.2 supervise the work of relevant officers and hold them to account.

2.2 The matters within the sub-committee's remit are the following: -

2.2.1 To identify and list every parcel of land which is owned, leased or managed by the Town Council and has not been built upon ("the Open Spaces")

2.2.2 To identify for each Open Space the purpose to which it has been appropriated or for which it is currently used

2.2.3 To investigate how each Open Space is currently maintained and managed and how these might be changed to secure ecological or public amenity benefits or reduce the workloads of Council staff (provided that other possible financial benefits from changes are outside the remit of this review and shall not be considered)

2.2.4 To make such recommendations to the Town Council or a relevant committee as are thought fit for the following:-

2.2.4.1 changes to the basis on which any Open Space is owned, leased or managed,

2.2.4.2 the formal appropriation of an Open Space to a defined use or purpose

2.2.4.3 informal changes to the use or purpose of an Open Space (not amounting to an appropriation);

2.2.4.4 changes to the arrangements for the management or maintenance of any Open Space; and

2.2.4.5 the preparation and adoption of a written management plan for any Open Space.

### **3 Delegated powers**

3.1 The following powers are delegated to the Open Spaces Management Review Task and Finish Group to enable it to discharge its functions:

3.1.1 To co-opt additional, non-voting members to itself as it shall deem expedient.

### **4 Rules about meetings**

4.2 The provisions of Standing Order 3 which apply to sub-committees shall apply to the Open Spaces Management Review Task and Finish Group.

4.3 Meetings may take place in person or by using videoconferencing technology but meetings in person shall not be held in licensed premises.

4.4 The Town Clerk shall attend every meeting and act as clerk to the Open Spaces Management Review Task and Finish Group and if unable to attend they shall arrange for another officer to deputize for them.

Adopted by: Ringwood Town Council on *[tba]* (minute ref. no. *[tba]*)

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## Cemetery Review Working Party Constitution

This document is intended to supplement the Standing Orders of the Council. In the event of conflict between this document and the Standing Orders, the Standing Orders will prevail.

### 1. Status, membership and quorum for meetings

- 1.1 The Cemetery Review Working Party is a sub-committee established by the Recreation, Leisure & Open Spaces Committee of Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.
- 1.2 The Cemetery Review Working Party is an *ad hoc* sub-committee which will be dissolved automatically upon the Recreation, Leisure & Open Spaces Group resolving to receive its final report.
- 1.3 Membership of the Cemetery Review Working Party shall comprise such members of the Council as the Recreation, Leisure & Open Spaces Committee or the Council shall from time to time appoint.
- 1.4 Members of the Cemetery Review Working Party shall hold office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Recreation, Leisure & Open Spaces Committee or the Council.
- 1.5 The quorum for meetings of the Cemetery Review Working Party shall be three or one-third of the total membership of the sub-committee at the start of the meeting rounded up to the nearest whole number (whichever is the greater).

### 2. Terms of reference

- 2.1 The primary purpose of the Cemetery Review Working Party is to exercise on behalf of the Recreation, Leisure & Open Spaces Committee all its powers, duties and functions with regard to the matters listed in paragraph 2.2 below. In exercising this function, the sub-committee shall:
  - 2.1.1 be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
  - 2.1.2 supervise the work of relevant officers and hold them to account.

- 2.2 The matters within the sub-committee's remit are the following: -
- 2.2.1 the development of the Council's cemetery facilities including memorial opportunities and the location and design of new areas for interment and scattering of cremated remains and a garden of remembrance;
  - 2.2.2 the priority and timing of developments (especially having regard to the remaining use of allotment gardens at the site and their clearance); and
  - 2.2.3 policy options regarding the fees to be charged for new services or facilities.

## **2 Delegated powers**

- 3.1 The following powers are delegated to the Cemetery Review Working Party to enable it to discharge its functions:
- 3.1.1 To co-opt additional, non-voting members to itself as it shall deem expedient.

## **3 Rules about meetings**

- 3.2 The provisions of Standing Order 3 which apply to sub-committees shall apply to the Cemetery Review Working Party.
- 3.3 Meetings may take place in person or by using videoconferencing technology but meetings in person shall not be held in licensed premises.
- 3.4 The Town Clerk shall attend every meeting and act as clerk to the Cemetery Review Working Party and if unable to attend they shall arrange for another officer to deputize for them.

Adopted by: Ringwood Town Council on *[tba]* (minute ref. no. *[tba]*)