



## **Recreation, Leisure & Open Spaces 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 Recreation, Leisure & Open Spaces Committee is a committee established by Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.
- 1.2 The Recreation, Leisure & Open Spaces Committee is a standing committee.
- 1.3 Membership of the Recreation, Leisure & Open Spaces Committee shall comprise:
  - 1.3.1 The Town Mayor and the Deputy Mayor for the time being *ex officio*; and
  - 1.3.2 Such other members of the Council as the Council shall from time to time appoint.
- 1.4 Members of the Recreation, Leisure & Open Spaces Committee shall hold office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Council.
- 1.5 The quorum for meetings of the Recreation, Leisure & Open Spaces Committee shall be three or one-third of the total membership of the 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 Recreation, Leisure & Open Spaces Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2.2 below. In exercising this function, the 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 Committee's remit are the following: -

- 2.2.1 Management, control and development of all playing fields, sports grounds, town or village greens, public open spaces, play areas, skate parks and other leisure and recreational facilities (including the development and implementation of recreational strategies relating to them).
- 2.2.2 Management and control of the Council's statutory and non-statutory allotments and allotment gardens.
- 2.2.3 Management and control of the Cemetery and closed churchyard.
- 2.2.4 Maintenance of public seats in the ownership of the Council.
- 2.2.5 Maintenance of flowerbeds, tubs, troughs and fence-railing planters and any other public spaces owned by the Council or managed by it by virtue of any lease, licence or other arrangement.
- 2.2.6 Management of trees and tree safety on all sites owned or managed by the Council.
- 2.2.7 Maintenance of rights of way and public footpaths (insofar as this task is undertaken by Council staff in respect of land owned or managed by the Council, under the Parish Lengthsman Scheme or otherwise).
- 2.2.8 Management of the public services delivered from Carvers Clubhouse now or in future (but not including matters relating to the management of the building as a capital asset)
- 2.2.9 Management of such youth services as are provided by the Council from time to time
- 2.2.10 The programme of public events provided by the Council including oversight of their management, the town centre Christmas illuminations and any display tree or trees
- 2.2.11 Management of any fishing rights owned by the Council.
- 2.2.12 Recommending fees and charges relating to facilities or services within its remit to the Policy & Finance Committee.
- 2.2.13 Determination of any tenders to be submitted for ground works and ground maintenance for other public bodies.
- 2.2.14 Determination of the terms and conditions, including the level of commuted payments, for the transfer of open space land to the Council.
- 2.2.15 Monitoring the Council's inventory of vehicles, machinery and infrastructure and overseeing any plans for its replacement
- 2.3 The Committee shall also have the following subsidiary functions:
  - 2.3.1 To advise the Council on its recreational, open space, cemetery and allotment strategies and once adopted to implement those strategies.
  - 2.3.2 To advise the Policy & Finance Committee on Recreation, Leisure and Open Spaces issues in relation to the New Forest National Park.

- 2.3.4 To advise the Council on Bye-laws with respect to open space and once adopted to ensure compliance with those Bye-laws.

### **3 Delegated powers**

- 3.1 The following powers are delegated to the Recreation, Leisure & Open Spaces Committee to enable it to discharge its functions:
- 3.1.1 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);
  - 3.1.2 To give any instruction, direction or guidance relating to any matter within its remit to any 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;
  - 3.1.3 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
  - 3.1.4 To authorise on behalf of the Council the use of funds held in any earmarked reserve relating to a matter within its remit PROVIDED that:
    - 3.1.4.1 “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
    - 3.1.4.2 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 committees shall apply to the Recreation, Leisure & Open Spaces Committee.
- 4.2 The Town Clerk shall attend every meeting and act as clerk to the Recreation, Leisure & Open Spaces Committee. If unable to attend they shall arrange for another officer to deputize for them.

Adopted by: Ringwood Town Council on 28<sup>th</sup> May 2025 (minute ref. no. C/7358)