

Owslebury Parish Council – Sports Committee

Terms of Reference

1. Establishment

The Sports Committee is established under Sections 101 and 102 of the Local Government Act 1972.

2. Purpose

To oversee and manage matters relating to the development of parish sports facilities, including the proposed pavilion, playing fields, and associated projects, in line with council priorities and approved budgets.

3. Membership

- The Committee shall consist of **[5] Parish Councillors** appointed annually at the Annual Council Meeting.
- **Only councillors** shall be voting members.
- The Committee may invite representatives of local sports clubs, user groups, or residents to attend in a **non-voting advisory capacity**.

4. Quorum

- The quorum shall be **3 councillor members**.
- A meeting lacking quorum shall not transact business.

5. Chair

- A Chair shall be elected by the Committee at its first meeting following the Annual Council Meeting.

6. Delegated Powers

The Committee is delegated authority to:

- a) Manage and monitor the delivery of sports facilities and pavilion projects within budgets approved by Full Council.
- b) Instruct professional advisers and contractors in accordance with the Council's **Financial Regulations** and **Standing Orders**.
- c) Authorise expenditure up to the limit of the approved budget.
- d) Recommend to Full Council any additional funding requirements, grant applications, or strategic decisions beyond the approved budget or terms of reference.
- e) The group holds delegated authority from the Parish Council to collect data and request input from other agencies and organisations. Owslebury Parish Council is the data controller, and all data will be held in the Parish Council office only.

7. Finance & Procurement

- All financial decisions must comply with the Council's **Financial Regulations**, including thresholds for quotes and tenders.
- All contracts shall be in the name of the **Parish Council**, not individual councillors or committee members.
- The Responsible Financial Officer (Clerk) shall support and advise the Committee to ensure lawful practice.

8. Meetings & Reporting

- Meetings shall be convened and conducted in accordance with the **Local Government Act 1972** (notice, public access, minutes).
- The Committee shall report to Full Council by submitting draft minutes and recommendations after each meeting.
- At least 3 working days' notice will be given to the members and an agenda circulated. The minutes will be added to the Parish Councils website.

9. Review

- These Terms of Reference shall be reviewed annually at the Annual Council Meeting, or sooner if required.
- The group will remain in existence until disbanded on agreement by the Parish Council.

Adopted 13 October 2025 To be reviewed annually