

# **SILKSTONE PLAYING FIELDS' MANAGEMENT COMMITTEE.**

## **CONSTITUTION 2019**

### **1. Name.**

The Committee shall be known as the Silkstone Playing Fields' Management Committee (hereinafter referred to as 'the Committee').

### **2. Objects.**

The objects of the Committee shall be set out below:-

- To administer, manage, and maintain the playing fields of the Silkstone Recreation Ground and the Pavilion for the benefit of the Parish of Silkstone and surrounding areas.
- To ensure that open access to the sports and recreational facilities is provided at the Recreation Ground.
- To promote sports and recreational activities at the Recreation Ground and to encourage participation therein by all sections of the Parish and surrounding areas.

### **3. Membership.**

Membership of the Committee shall be open to the following bodies who shall be entitled to nominate representatives as stated below:

<b>Bodies.</b>	<b>Number of representatives.</b>
Silkstone Parish Council	Three
Silkstone United Cricket Club	Three
Silkstone United Football Club	Three

The Committee shall be empowered to co-opt other members at any time, provided that the number of co-opted members shall not exceed 50% of the total number of elected representatives on the Committee.

In the event of the death or resignation of any of the serving representatives (except co-opted members), the body concerned shall appoint another representative as soon as practicable. The name and address of the appointee shall be notified to the Chair Secretary of the Committee before that person may serve on the Committee.

Each of the above-mentioned bodies may appoint a substitute representative to attend meetings of the Committee in place of its original elected representative(s) when the latter is/are unable for good reasons to attend. The name and address of the substitute shall be notified to the Chair Secretary of the Committee before he/she may participate in the meeting and the substitute shall have the same rights of participation and voting as the elected representative.

#### **4. Meetings of the Committee.**

Meetings of the Committee shall be held on such dates at such times and at such places as the Committee may from time to time determine but at least one such meeting shall be held every quarter.

Notice of every meeting shall be given to each duly appointed representative and co-opted member at least three clear days before the date thereof and shall set out the business to be transacted. Notice shall be deemed to have been served if sent by post, e-mail, or hand delivered to the last known place of residence or business of each such person.

The Chair of the Committee shall preside over meetings of the Committee but, in the event of the Chair's absence, the Vice-Chair TBA shall preside. In the absence of both the Chair and the Vice-Chair, those present at the meeting shall appoint a Chair from among the membership of the Committee.

- 1) The quorum shall be a minimum of any three representatives.
- 2) Voting on matters before the Committee shall be by show of hands and a majority shall prevail. In the event of equality of votes on any matter, the presiding Chair shall have a casting vote in addition to his/her ordinary vote.

#### **5. Annual General Meeting.**

The Committee shall hold an Annual General Meeting in every year not later than 31<sup>st</sup> May.

The following business shall be transacted at the Annual General Meeting: -

- a. To record and approve the representatives nominated by those bodies in membership of the Committee.
- b. To co-opt additional members at the Committee's discretion.
- c. To elect the Officers of the Committee, including the Chair, Vice-Chair, Secretary, and Treasurer.
- d. To receive the annual report of the Chair.
- e. To receive the annual report of the Treasurer, including a financial position statement.
- f. To review fees for the use of the facilities.
- g. To receive reports on inventories.
- h. To review the Committee's insurance position.
- i. To review the programme for decoration of the pavilion and general maintenance of the pavilion and recreation ground.
- j. To consider and, if thought fit, sanction any duly made proposal to alter the terms of this Constitution.

At least fourteen clear days' notice shall be given of the Annual General Meeting.

## **6. Alterations to the Constitution.**

Any proposal to alter the Constitution shall be delivered in writing or email to the Chair Secretary not less than fourteen days before the date of the Annual General Meeting at which it is to be considered and the proposal shall be set out in the notice of the meeting.

Any alterations to the Constitution shall require the approval of a simple majority of representatives present and voting at the meeting.

No alteration to Clause 2 (Objects) of this Constitution shall be permitted without first obtaining the written agreement of Silkstone Parish Council.

## **7. Extraordinary meetings of committee.**

An extraordinary meeting of the Committee may be convened at any time upon the request in writing to the Chair Secretary by the Chairman of the Committee or any three representatives in membership of the Committee.

The meeting shall be held within fourteen days of such request. The business that may be considered at such a meeting shall include any urgent, special matter requiring to be brought to the notice of the Committee.

## **8. Duties and Responsibilities.**

The Committee shall be invested with the following principal duties and responsibilities for the purpose of the efficient administration and management of the facilities: -

- a. Appointment of a Building Manager (Parish Clerk) to deal with the operation of the pavilion.
- b. The engagement of a Grounds' Maintenance Consultant (as the Committee may consider appropriate).
- c. Liaison with the Parish Council to ensure that appropriate insurance cover is in place.
- d. Operation of approved accounting procedures.
- e. Promotion of use of the facilities.
- f. Organisation of fund-raising events, securing sponsorships, and making grant applications as considered necessary, for the purpose of improving the sports and recreational facilities available to the community.
- g. Submission of an annual report to the Parish Council. This report should include the condition of the ground and buildings, membership of the Committee, a financial statement, and any approved amendments to the Constitution.
- h. The appointment of at least three Committee members to sign documents on its behalf.

The financial responsibility of any representative shall be limited to a maximum of £1, apart from in a case of breach of trust.

## **9. Use of facilities.**

New sports and athletics groups shall not be denied use of the facilities. Applications by them shall be considered (with guidance from the Grounds' Maintenance Officer CLERK?), taking account of the constraints of wear and tear caused to the facilities by additional use.

No individual person shall be prevented from using the facilities on the grounds of limited means or for reasons of gender, ethnicity, or disability.

## **10. User Groups.**

All user groups shall include in their Constitution and rules a clear policy of full and open membership without restriction to all members of the community.

New user groups complying with the above-mentioned policy shall be entitled to be represented on the Committee as soon as practicable after their members have become regular users of the facilities to the satisfaction of the Committee.

## **11. Security.**

Each representative on the Committee, the Clerk to the Parish Council, and the Building Manager shall be designated as key holders. The Committee may provide keys to other persons as it considers appropriate.

Designated key holders may loan their keys to other representatives in order to ensure access to the facilities at all reasonable times.

Designated key holders shall be responsible for their keys and shall be liable to meet the cost of replacing lost or damaged keys and the cost of repairs to damaged locks.

## **12. Termination of Membership.**

The Committee shall have the right for good and proper reason to terminate membership of the Committee of any individual representative or body, provided always that the individual or body concerned shall have the right to appear before the Committee prior to a decision to terminate is made.

In the case of an individual representative having his/her membership terminated, the appointing body shall elect a different representative. In the case of a body having its membership terminated the representative(s) of that body on the Committee shall be disqualified from serving thereon.

## **13. Financial arrangements.**

- 1) The costs of maintaining and running the facility shall be borne by the Parish Council, subject to appropriate and agreed contributions from the users.
- 2) The Committee shall prepare a budget for each financial year commencing on 1<sup>st</sup> April and submit it to the Council for approval by 20<sup>th</sup> December of the previous year.
- 3) The Council will provide funding to the Committee throughout the year as appropriate and as agreed between the Clerk of the Council and the Committee's Treasurer.

#### **14. Approval of Constitution.**

The above Constitution and rules were approved at a meeting of the Committee held on the 11<sup>th</sup> March 2019 for submission to Silkstone Parish Council to be adopted by resolution.

Silkstone Parish Council Chair:  
Cllr. M. Liddell

Date:

Silkstone Playing Fields Committee Chair:  
Cllr. R. Leech

Date:

User Group Representatives:

Date: