



**Llanharry Community Council**  
**Cyngor Cymuned Llanhari**  
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## **Playing Field Committee**

### **Establishment and terms of reference**

The objective the Committee is to manage the maintenance and upkeep of the existing facilities which include the playing field and the play equipment, MUGA and youth shelter

### **Meetings of the Playing Field Committee**

It is for the Playing Field Committee to decide the frequency and timing of its meetings.

The Playing Field Committee has no decision making powers but instead makes recommendations to the Council for agreement.

The quorum necessary for the transaction of business shall be three, one of whom must be Chair of the Committee or his/her nominee in the event of enforced absence and meetings will normally be held prior to the full council meetings.

The Clerk shall minute the proceedings and resolutions of all meetings of the Committee including recording the names of those present and in attendance.

Minutes of Committee meetings shall be circulated promptly to all members of the Committee and shall be considered and approved at the next full Council meeting.

Items to be discussed at the meetings are limited to those that are included on the agenda for the meeting. The agenda shall be circulated to all Committee members in advance, giving three clear days' notice, also stating venue, time and date of the meeting.

At the Annual General Meeting of Llanharry Community Council membership of the Playing Field Committee is reviewed and voted on annually together with these Terms of Reference for the Committee.