

Naunton Parish Council

**Naunton recreation ground management committee (NRMGC)**  
**Terms of reference**

**As updated at a meeting of the Parish Council on the 17<sup>th</sup> May 2021**  
**Minute reference 17.5.21 Pt. 14 and reviewed 22.1.24 Pt. 8 (d)**

The NRMGC was set up as a Committee of Naunton Parish Council. NPC owns the 99 year lease for The Naunton Recreation Ground, which expires in 2107.

The purpose of the NRMGC is to ensure that specific usage of the ground (i.e. activities excluding passive use including dog walking, children's casual use for playing etc) is properly regulated, adequately covered by insurance, and does not cause a nuisance to other villagers. In addition, during the period 1<sup>st</sup> April until 30<sup>th</sup> September, that such usage should not prejudice the established use of the 'cricket pitch' area by the Naunton Cricket Club or cause damage to the pitch. Details of the terms and conditions of such use are set out in Minutes of NRMGC Meetings dated 6 Dec 2007, 13 Mar 2008 and 6 July 2008.

The NRMGC shall: -

- (A) liaise with any users of the ground and follow any guidelines as set by Naunton Parish Council (NPC) from time to time.
- (B) agree hire charges with users according to an agreed scale of charges shown and as agreed with Naunton Parish Council.
- (C) keep an Annual Calendar of Events and Bookings and provide these to NPC for inclusion on the PC website.
- (D) Charges
  - 1. No charges will be paid by Naunton Cricket Club (NCC), as an 'Authorised User', subject to the club purchasing its own insurance cover for playing cricket and for their Pavilion. As such NCC does not pay for the use of the recreation ground for playing cricket.

As part of the agreement NCC maintains the Cricket Pitch and the bank to the east of the pitch, and rough mows the children's play area. In return NCC pays no rent and has priority for use of the field based round the Fixture List over other Licencees on all Sundays during the Cricket Season (April to September inclusive) unless NRMGC (with agreement of NCC rep) have agreed an application pre-season.

NCC and Village Hall/Social Committee (VHSC) work together to agree dates for communal village events, in the interests of both organisations, by means of good co-operation and communication between them.

The Pavilion is solely occupied by NCC and is not included in any Licence to use the recreation field. Anyone wishing to play cricket must make their arrangements with NCC rather than NRMGC, having first applied through NRMGC, and any fee payable for preparation of/use of the pitch or the pavilion would be payable to NCC. Anyone wishing to use NCC water or other facility must agree this with them and re-imburse accordingly. Otherwise, all fees are payable to the NPC – who will ring fence the money for maintenance or improvements to the Recreation Ground.

2. Charges for village organisations (as agreed at the NPC meeting held on 16 March 2020) for the use of the Recreation Ground for parking for the organisations specified below will be paid annually and will cover all events. Fees should be paid in advance at the start of the financial year unless otherwise agreed with NPC:

Naunton Social Committee: use of field for fund raising events	£300.00
Naunton Music Society: use of field for concerts	£100.00
Naunton Village Hall Trust: ad hoc parking for events	£100.00

3. Charges for private parking (as agreed at the NPC meeting held on 16 March 2020) for the use of the Recreation Ground for parking **per event**:

Private parking for church functions such as weddings Note: no charges will be made for funeral parking	£50.00
Private parking for villagers' private events such as parties, paid by donation to NPC suggested amount -	£25.00

4. Charges for use of the ground for private events (as agreed at the NPC meeting held on 16 March 2020) including marquees:

Village residents	£500.00
Non residents - In excess of £500.00 t.b.a.	£500 +

Rules regarding the hiring of the ground and Set Charges are subject to change within any guidelines which the NPC may give from time to time.

NRGMC will notify NPC of each new chargeable event and NPC will issue invoices and receipts. Monies will be paid directly into the NPC bank account. NPC will provide details of expenses and revenues to NRGMC on request.

- (E) Members of the NRGMC shall be -:

1. a member of the NPC, appointed by them to be the NRGMC's Chairman
2. a representative appointed by the NCC
3. a representative appointed by the VHSC
4. any other members co-opted by the NRGMC Chairman and agreed by NPC.

One member of the committee shall have responsibility for the play area.

Membership of the NRGMC shall be reviewed and agreed annually at an NPC meeting.

- (F) NRGMC carries out most of its business by e-mail. In the event that the Chairman calls a meeting of Members, it will normally be for a specific application, and will be quorate with a minimum of three members. E-Mail opinion from absentees will normally be taken into account.

- (G) At each meeting of the NPC the NRGMC Chairman shall report on any NRGMC proceedings that have taken place since the previous Parish Council meeting, including bookings taken, invoices issued, monies received and recommendations made and approved. Minutes of any meetings produced relating to those meetings will be forwarded to NPC. Any items for discussions or approval by the NPC shall be provided in time to be included on the NPC's Agenda.

- (H) These terms of reference shall be reviewed annually at the AGM of Naunton Parish Council.