



SPRING PARK SHIRLEY BOWLING CLUB

ROLES & RESPONSIBILITIES -

CROYDON COUNCIL LIAISON OFFICER

The liaison officer acts as the main point of contact with Croydon Council for all matters relating to the Club. The Croydon Parks & Facilities Management team hold the contact details of the Liaison Officer.

- Must be a Full member of the Club.

RESPONSIBILITIES

- To be the main interface between Croydon Council and cascade such information to members as appropriate and in a timely manner.
- To be willing to represent the Club at meetings with the council as required with or without the Chairperson/ Treasurer/Honorary Secretary.
- To contact the Council as appropriate to report any issues affecting the Club.
- Some council employees hold keys to the Club, but approved contractors generally do not so will contact the liaison officer to gain access.
- Ensure the Council undertake the following actions:
 - Fire appliances check once a year
 - Check hot water systems for Legionella Disease in April/May when boilers and water are turned back on.
 - Water meter readings
 - Electric Meter readings
 - Electrical Distribution and Circuitry every 5 years
 - Sprinkler Tank Commissioning
 - Tree Surgeons Survey
 - Repair perimeter fence and pruning of perimeter hedges
 - The Greensman maintains the Bowling Green, feeding, moss and pest control, mowing and scarifying. The Bowls club provide a working party to help the Greensman lay lawn sand and seeding at end of playing season