



Playground Working Group

Terms of Reference

Adopted at the Full Council meeting held on 13 June 2024

There are no delegated powers to enter into contracts or make purchases without approval. Payments may not be refunded for work carried out prior to approval.

1. Membership

- 1.1 The working group shall consist of at least three members of the Council.
- 1.2 Going forward the Full Council will elect members to the Working Group at the Annual Meeting of the Parish Council each May.
- 1.3 The working group will elect a chairman at its first meeting. The chair will ensure that continued progress is made with regard to objective B.
- 1.4 Residents and appropriate experts may be asked to assist.

3. Objectives

- A To maintain the playground, on Northiam Playing Fields, in a usable condition and maintain any risks to the public users at a minimal risk.
- B To investigate, in collaboration with residents, improving the provision of play equipment and accessibility. If additional funds to that available from playground funds are needed, then match funding will have to be sought.

3. Method of working for Objective A

- 3.1 Meetings will be on site.
- 3.2 A record of the visual condition of all equipment will be made, recorded and held on file.
- 3.3 Where feasible by suitable able person may complete repair work once a considered risk assessment is written and held on file. This is not to prevent equipment being cordoned off or restrict because of danger to the public.
- 3.4 Following the annual play safety inspection report (by an independent play specialist), the group will work to complete the high and more urgent medium term risk recommendations.
- 3.5 Any emergency expenditure up to £1,500 can be approved by the Clerk (or in their absence the RFO), in communication with the Council Chairman as soon as possible. The Full Council to be advised at the next ordinary meeting. Otherwise, an extraordinary meeting of the council will have to be called.

- 3.6 Purchases of less than £500 as a one off or as a total for the month may be approved by the Clerk (or in their absence (holiday) the RFO).
- 3.7 The cost of work to a single item of equipment or a unit of play equipment must not be disaggregated and must be considered as a whole.

4. Method of working for Objective B

- 4.1 The group will meet informally.
- 4.2 The clerk will attend if requested.
- 4.3 A holistic approach will be taken to providing improvements.
- 4.4 A fully costed proposal will be presented to the Full Council.

4. Reporting to Full Council

Objective A

- 4.1 The Group will report to the Full Council monthly, reporting actions and expenditure against budget for objective A
- 4.2 Requests to purchase replacement equipment or for specialists to carry out work will include the latest financial position of funds available and put forward quotes as per the financial regulations.

Objective B

- 4.3 Reports are to be made regularly or when appropriate but at least quarterly.
- 4.4 Reports to include any reasoning and logic as to why some ideas are left to one side.
- 4.4 It may be difficult to provide a scheme of improvements which be compared across play providers however other aspects of the scheme should comply with the financial regulations when the council is asked to vote on the proposal.