



## Children's Play Area Working Group Terms of Reference

These rules are supplemental to, and do not in any way override, the Parish Council standing orders and/or Financial Regulations.

These Terms of Reference were reviewed and recommended by the full council at the Parish Council meeting on date 10 March 2025 (minute 24/159.1)

These Terms of Reference will be reviewed annually.

### **1. Objective of the Group**

The Children's Play Area Working Group is tasked with overseeing the Parish Field Play Area and the Sorbus Close Play Area; advising and making recommendations to the full council as required.

### **2. Membership of the Group**

2.1 The Children's Play Area Working Group may include Parish Councillors and non-council members, appointed as and when appropriate, to ensure the ability of the group to carry out its objectives.

2.2 The minimum membership of the Group shall be three members.

2.3 The group should include at least one council member.

### **3. Meetings of the Group**

3.1 The group may meet informally, without the need to inform the public of such meetings, nor the need to issue agendas or minutes of the meetings which take place.

3.2 The group may meet physically in a place of their choosing, through an online platform or communicate by email or other agreed communication channel to which all members of the group have access, as often as is necessary to achieve the objectives. No member of the group should be excluded from communications pertaining to the objectives of the group.

3.3 Meetings and communication should always be conducted with the principles of the Code of Conduct in mind, ensuring respectful debate.

### **4. Responsibility and reach of the Group**

4.1 The group's main objective is to act in an "eyes and ears on the ground" capacity to ensure the play areas are in good working order.

4.2 Members of the group should establish a weekly rota for checking the two play areas to ensure that the areas are litter and graffiti free and that visually all equipment appears in good order.

4.3 The group will provide the clerk with information if any equipment is found to be damaged during the weekly routine inspection, as soon as this is found to be the case.

4.4 The clerk will carry out an operational inspection of the two play areas every two months and report findings to the group and subsequently to the full council. Another member of the group may carry out an operational inspection every two months to complement the clerk's inspection.

4.5 The group will consider each year, around October, a forward plan of maintenance and improvement to the two play areas and bring their recommendations, with budgetary implications, to the full council for incorporating into the budget forecast.

4.6 The group will contribute to research on new equipment and bring findings to the full council for consideration.

4.7 The group will consider the recommendations of the Annual Inspection Report, research possible solutions to issues highlighted, and bring their recommendations to full council.

## **5. Communications**

5.1 The Communications and Press and Media Policy applies to any communications the group may wish to make and should be adhered to by all members of the group, both council member and non-council member.

5.2 Any communication which is to be sent by the group should be approved by the full council before such communication is issued and the media of such communication, whether by press article, on social media or other means, clearly agreed before the communication is released.

5.3 Any communication that is received and is pertinent to the working of the group will be forwarded to group members as soon as practicable by the clerk.

## **6. Data Protection and Freedom of Information**

6.1 The policies and procedures the council has in place should be understood and adhered to.

6.2 Council members need to be mindful that information exchanges may need to be disclosed if a Subject Access Request or Freedom of Information request is validly made.