



SHALDON PARISH COUNCIL

PLAYPARK COMMITTEE

TERMS OF REFERENCE

ADOPTED 28 NOVEMBER 2023
NEXT REVIEW NOVEMBER 2023

Introduction

The Playpark Committee (PC) is a standing committee of Shaldon Parish Council (SPC). This Terms of Reference (ToR) sets out the following for the C:

- Purpose
- Membership and Authority
- Meeting Arrangements
- Reporting
- Resources and Budget
- Review of ToR.

Purpose

- To ensure that all safety checks required are carried out on existing and future playpark equipment both weekly and monthly.
- To replace the old playpark equipment by latest end of 2024.
- To raise funds to purchase the new equipment by donations and grants available.
- To ensure all fencing and gates are kept in a good state of repair.
- To ensure that all playpark equipment is maintained to a standard approved by regulations set down for playparks.

(Members of the Committee to discuss and add to the above list if appropriate)

Current Membership

The Chair and Vice Chair must be members of Shaldon Parish Council.

Members: Cllr Danielle Westlake, Cllr Andy Burnham, Cllr Jo Cumbley, Cllr Tim Palmer, Tim O'Donnell, Abi Stidworthy, Sally Riley, Cathi Jones, Julie Carden, Alison Melville-Shreeve and Sean Mason.

(Quorum for each meeting is 3)

Committee Chair: Cllr Cumbley

Administration: to be carried out by the SPC Clerk/Proper Officer & RFO: Nicola Hamblin.

Meeting Arrangements

- The PC will meet at least 3 times per year.
- Meetings will be held at the Methodist Hall, Shaldon.
- The meeting will be conducted under SPC Standing Orders version agreed at full council meeting on 28 November 2023.
- The distribution of agendas and minutes is in accordance with the SPC Standing Orders as above.
- In accordance with standing orders the public and representatives of the press can attend these meetings.

Reporting

- The PC will report to the Full Parish Council.
- Minutes of the PC will be provided to members of the PC for approval at next full Council Meeting.
- Minutes will be posted on the Parish website.

Resources and Budget

- With the RFO/Clerk prepare and review annual budget together with monitoring expenditure in accordance with the budget.
- Any proposed expenditure is to be referred to Clerk in the first instance to ensure it is within the budget and consents are issued by full council in line with the Financial Regulations of the SPC.

Review

These ToRs will be reviewed annually in November every year.