

Great Shelford Parish Council

PLAYSCAPE WORKING GROUP

Terms of Reference

(Adopted on 21st July 2021)

The Playscape Working Group is the Parish Council and Playscape Charity working together to enhance the Recreation Ground facilities to provide a wider and more diverse environment for children and youth play areas

1. The Working Group will be elected annually at the Annual Meeting of the Parish Council.
2. The Working Group shall consist of not less than **three** councillors appointed by the Parish Council.
3. The Working Group will have a minimum of two members of the Playscape Charity as members.
4. The Working Group will meet at weekly during the project build for Playscape and at other times during the year.
5. The Working Group may co-opt others onto the Working Group if required. Non-Councillors will not have voting rights.
6. The Working Group will be responsible for the following:
 - a. Reporting to the Council to allow comment and oversight on all proposals.
 - b. Keeping the Council up to date allowing for provision of administrative and contractual support as required.
 - c. Review Masterplan proposals with the Council's Recreation Ground Committee meetings to submit for full Parish Council meeting approval.
 - d. Commit to works on the recreation ground when plans have been agreed and funds raised for the play provision phases of the masterplan.
 - e. Undertake liaison and consultation of all current users, potential new users of the Recreation Ground and the village residents
 - f. Liaise with Architects or other similar professional bodies on the feasibility of all proposals
 - g. Produce initial, progressive and final Masterplan for review by Recreation Ground Committee and the Parish Council
 - h. Undertake fund raising / donation activities to potentially fund the agreed play provision phases of the Masterplan
 - i. Ensure that all donations and funds raised are protected for use on the Recreation Ground for the play provision phases of the masterplan.
 - j. Provide the Parish Council with monthly reports of the status of the project and funds / donations received.
 - k. Not make any commitment to works on the Recreation Ground or undertake any expenditure in excess of £1,000 over and above that already agreed/proposed following advice from the Clerk (other than what is required to administer the charity and run fundraising initiatives).
7. Pay to the Parish Council from funds/donations received sufficient finance to cover any works or processes jointly agreed to realise the play provision phases of the masterplan
8. The Terms of Reference under which this Working Group operates will be reviewed in each scheduled Parish Election year, or annually if the Council so require, at the Annual Meeting of the Parish Council.