

**TERMS OF REFERENCE for the
Friends of Jubilee Park Working Group
Of the Parish Council**

**Adopted at the Parish Council meeting of 9th September 2024
To be reviewed annually at the Annual Parish Council meeting**

1 Introduction

The Friends of Jubilee Park is a working group of the Parish Council.

The role of a working group of the Parish Council is to consider specific issues as directed by the Parish Council including:

- To examine an issue in detail, read reports and related materials, consider all options, recommend obtaining specialist advice to the Parish Council and obtain specialist advice at the instruction of the Parish Council
- To co-opt, where necessary, other councillors and non-council members to provide such specialist advice
- To make full and detailed recommendations to the Parish Council
- To maintain notes of all meetings and formulation of recommendations
- To answer questions from the Parish Council regarding the area or responsibility.

Working Groups do not have any delegated powers to make decisions binding upon the Parish Council but are able to make recommendations to the Parish Council for consideration.

The Parish Council has oversight of the recommendations of the Working Group in order to openly display that all suitable considerations have been taken into account. Any questioning and challenging will be at a full Parish Council meeting to ensure full transparency in the eyes of the electorate.

2. Remit

The remit of the Group shall be to act as a group to carry out the following tasks:

1. Actively use the Playground and promote its use within the community.
2. Identify areas of the Playground that need attention whether because of safety or wear and tear and report these to the Parish Council.
3. Carry out weekly safety checks using the simple pro-forma form.
4. Carry out routine maintenance, cleaning etc. to maintain the standard of the facility.
5. Identify projects that need to be undertaken to enhance or maintain the standard of the facility and to seek agreement from the Parish Council that funding for such work can be sought.
6. Identify sources of funding.
7. Undertake fundraising activities.
8. Take responsibility for planning, budgeting and monitoring expenditure on these projects, where appropriate, and report back to the parish council on these matters.
9. Identify ways of involving the whole community and diverse groups in the community.

3 Membership and minutes

1. The membership of the Group should comprise up to 12 members. The Group will nominate a Chairman and minutes should be taken. The Group may seek the assistance of other members of the community to assist with some activities which will be at the discretion of the Group.

2. The Group should ensure that new members are recruited as necessary.
3. The Chair, will be elected by the Group at the first meeting after the Annual Parish Council Meeting.
4. Meetings will be held at such intervals as the Group shall judge necessary to discharge the responsibilities of the Group.
5. Minutes of Group meetings should be sent to the Parish Clerk for inclusion in the reports in Parish Council meetings.
6. Attendance by the Group would be welcome at the Annual Parish Meeting to give a short report on the activities of the Group.

4 Responsibilities

1. The Group will need to seek approval from the Parish Council for any expenditure.
2. The Group will need to seek approval from the Parish Council before any grant applications can be made.
3. The Group will need to seek approval from the Parish Council for any fundraising activities to ensure that these are covered by the Parish Council's insurances. Appropriate risk assessments will need to be undertaken in advance of activities taking place.

5 Safety and maintenance

1. The Parish Council has overall responsibility for the safety and maintenance of the Playground.
2. The Parish Council will ensure that it arranges all safety inspections.
3. The Parish Council is responsible for insurance of the facilities.