

# **Play Parks Committee**

## **Terms of Reference**

Document Adopted: 3 June 2024

Reviewed: 12 May 2025

Due for Review: Annually

**These rules are supplemental to, and do not in any way override the Parish Council's standing orders.**

### **1. Definitions**

- a. Unless otherwise stated, any reference in this document to 'the facilities' or 'Play Parks' or 'Site' shall be in respect of all of the following:
  - The Play Park sites at Minden Place and Capper Avenue including surrounding grass area, Hemswell Cliff
- b. The Play Parks Committee shall hereinafter be referred to in this document as 'the Committee'.
- c. Hemswell Cliff Parish Council will be shall hereinafter be referred to in this document as 'the Council'.

### **2. Membership of the Committee**

- a. The Committee shall comprise no more than 2 parish councillors and 6 non-councillors appointed by the Council at the Annual Meeting of the Council.
- b. All members of the Committee shall be confirmed at the Annual Meeting of the Council.
- c. The committee shall be subject to a quorum of 3 of its members.

### **3. Chairman**

- a. The Committee shall elect a chair annually at the first meeting of the Committee after the Annual Meeting of the Council.

### **4. Conduct of Meetings**

- a. All meetings of the Committee shall be convened in accordance with the Council's standing orders.
- b. All meetings of the Committee shall be minuted by the Clerk to the Council, or by a member of the Committee in the Clerk's absence.

### **5. Powers of the Committee**

- a. The Committee will not approve expenditure. All financial decisions shall be referred to the Council for consideration.
- b. The Committee shall be empowered to act on behalf of the Parish Council in respect of:
  - Sourcing and evaluation tenders and quotations;
  - Managing contracts (excluding contracts of employment) awarded by the Council;
  - Management of contractors relating to the maintenance and enhancement of the facilities and site, and;
  - Regulation of the facilities, subject to the expenditure restrictions outlined in 5a above.

- Clerk: Mandy Coote • 4a March Street, Kirton in Lindsey, Gainsborough, DN21 4PH •  
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## **6. Responsibilities and Areas of Operation of the Committee**

- a. The Committee shall be responsible for overseeing the development, maintenance, management, regulation, security and development of the facilities, and ensuring that they are fit for purpose, and maintained in such condition as to be safe and welcoming to visitors.
- b. The Committee shall be responsible for monitoring work carried on or at the Play Parks, with a view to ensuring that standards are being maintained.
- c. The Committee shall be responsible for ensuring that a 'condition survey' in respect of the Play Parks is reviewed at least annually, and that there are no unduly outstanding items.
- d. The Committee shall be responsible for overseeing the risk assessments, health & safety checks and maintenance inspections; ensuring that they are comprehensive and fully documented and up to date. The Committee shall, in particular, carry out formal (minuted) annual reviews of:
  - RoSPA inspections.
  - A sample of risk assessments.
  - A sample of safety and maintenance inspection records.
- e. The Committee shall ensure that suitable steps are taken to remedy any perceived shortcomings in respect of health & safety or risk assessment.
- f. For each financial year, the committee shall, by 1 December prepare a budget in respect of any anticipated expenditure relating to the facilities over and above routine maintenance, repairs and administrative costs; the budget shall be submitted to the Clerk.
- g. The Committee shall consider the long-term development of the facilities, referring quotations, estimates and costings obtained to the Clerk at the earliest opportunity.
- h. The committee shall explore outside funding opportunities for the improvement and development of the facilities as and when appropriate.
- i. The committee shall deal with any complaints or problems relating to the facilities, reporting to Council if and when appropriate.

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### **Hemswell Cliff Parish Council Clerk – Mandy Coote**

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