



# Dovehouse Play Area Working Group (draft) Terms of Reference

## 1. Introduction

The Dovehouse Play Area Working Group is appointed by and is solely responsible to the Open Spaces Committee who are elected members of Eynsham Parish Council.

The Groups' responsibilities are defined and agreed by the Open Spaces Committee, who may vote, at any time, to modify them or these terms of reference.

## 2. Memberships

The Working Group will consist of no fewer than three elected Parish Councillors. The membership shall be appointed by Full Council and reviewed by the Open Spaces committee.

Additional members, or non-members may be elected or co-opted to the working group (Local Government Act 1972 s102(3)) because they offer specialist knowledge, expertise or enthusiasm for the work of the group.

Non-members are expected to adhere to all council policies and procedures including EPC's Standing Orders, Financial Regulations and Code of Conduct and shall preserve the confidentiality of discussions held at meetings.

At least two elected members must be present for the meeting to be quorate. If the meeting is not quorate, it shall be adjourned and any business not transacted, shall be moved to the next meeting, or handled under delegated authority, in line with council policies and procedures.

## 3. Meetings

Meetings shall take place at a frequency relevant to its work, at a time and place agreed by the working group.

The lead for this working group is **TBC**.

Notes will be taken to record the working group's decisions and actions and will be circulated to all members.

## 4. Working Group objectives

- a. To identify, apply for and obtain external funding via grants, external benefactors or other fundraising activities
- b. To undertake public consultation as and when appropriate about the project.
- c. To work with officers to draft a specification for the replacement of play equipment
- d. To work with officers to review any tenders that are received
- e. To provide updates and make a recommendation to the Open Spaces Committee/Finance Committee/Full Council, as appropriate.

## **5. Responsibilities**

The working group will defer any matter it considers appropriate to the Open Spaces Committee, Finance Committee or Full Council for resolution.

The working group is responsible for making resolutions in respect of the following:

- a. To meet regularly in order to progress the project
- b. To undertake actions in order to progress the project

## **6. Budget Responsibilities**

The Dovehouse Play Area Working Group has no budget responsibilities Any budget expenditure shall be requested in line with council policies and procedures, from the Finance Committee. All requests will be considered against the benefit to the council and the resources available.

## **7. Delegated Authority**

In line with the council's scheme of delegation and Financial Regulations, the Clerk/Deputy Clerk/RFO shall liaise with the Chair/Vice Chair.