



Play Area Working Group - Terms of Reference

1. Delegation

- 1.1 Highworth Town Council will consider renewing these Terms of Reference at its Annual Council Meeting each year
- 1.2 Highworth Town Council has agreed to create a Play Area Working Party at the Annual Council Meeting held on Tuesday 14 May 2024 minute reference 5

2. Membership

- 2.1 The Play Area Working Party shall consist of a minimum of 5 and a maximum of 9 Councillors who shall be elected each year at the Annual Council Meeting. Members of the Public may be co-opted into the group but have no voting rights
- 2.2 The quorum of the Play Area Working Party will be 2/3rds of the Working Party Councillors

3. Procedures

- 3.1 The Play Area Working Party will operate within Highworth Town Councils Standing Orders, Financial Regulations and Local Government Law
- 3.2 The Councillors of the Working Party shall elect or re-elect a Chairman and Deputy Chairman for this Working Party for the forthcoming year from amongst its appointed Membership
- 3.3 The Play Area Working Party will agree the Minutes of its Meeting at the next appropriate meeting. Minutes will be noted at Full Council, circulated to all Councillors
- 3.4 The Clerk or an appointed Officer will provide administrative support for the Play Area Working Party

4. Meetings

- 4.1 The next scheduled meeting date shall be agreed at the end of each Play Area Working Party Meeting.
- 4.2 The Play Area Working Party Meetings will be held in the Council Offices at 10:00am on Wednesdays.

5. Aim

To review the play areas within the town, consult with residents and develop a strategic plan aligned to the budget to redevelop all play areas to be accessible and inclusive to all.

6. Functions

- 7.1 To draw up proposals in line with available funding
- 7.2 To review the Public Consultation results
- 7.3 To review and agree Tender Documentation (using ESPO Framework 115);
- 7.4 To progress Tender Process once the Tender Documentation has been approved by the Town Council
- 7.5 To review Tenders received and make recommendation to the Town Council in respect of the chosen provider
- 7.6 To oversee the project delivery once the provider has been approved
- 7.7 To monitor the budget allocation
- 7.8 The Working Group will not commit any funding or enter into any contracts without the Parish Council making a resolution in line with its recommendation other than as defined in 8 below
- 7.9 The Working Group will continue until the Project is complete