

## **Playing Field Working Group Terms of Reference**

### **Purpose**

The purpose of the Playing Field Working Group (PFG) is to allow for more detailed review of playing field facilities, equipment and the maintenance. The working group would not be able to make decisions but would be available to consider asset condition in more detail and recommend options to the Council.

### **Composition and Arrangements of the Group**

The group is made up of a maximum of three parish councillors, who are agreed at a full Parish Council (PC) meeting. The chair of the group will be agreed with the PC. The group has the ability to invite specialist advisors as required.

Meetings do not require attendance of the Parish Clerk or formal minutes to be produced; however the group will produce action notes. The group will report regularly on its proceedings against a standing item on the PC agenda. It will bring issues and suggestion to the full PC meeting.

The group will comply with the standing orders of the PC.

### **Activities**

#### *Initial priorities*

- Review annual playground asset condition report and decide if any further work is needed
- Consider if any of the equipment should be considered for replacement in the next 2-3 years
- Suggest appropriate level of reserves needed for future replacement of equipment
- Consider likely average annual budget needed for maintenance
- Consider how the council can keep a regular check on activity and equipment condition

#### *Quarterly or as required*

- If a damaged or dangerous piece of equipment is reported, then the group will have the authority to immediately close off that item of equipment or even the whole area.
- Obtain quotes for repair of damaged equipment
- Arrange for minor repairs that are required as an emergency in consultation with the Parish Clerk. Such repairs to be reported to PC.
- Quarterly monitor of spending against budget and level of reserves
- Determine if any new items of equipment are needed e.g. outdoor fitness centre for adults
- Annual review of asset condition report (usually undertaken in October)
- Annual review of Earmarked Reserves for precept setting

Revision 1

Approved and Adopted by Landulph Parish Council

Date: 21.11.2022