

**WEST DEREHAM PARISH COUNCIL**  
**PLAYGROUND WORKING PARTY**  
**TERMS OF REFERENCE**

- 1) A minimum of 2 Councillors, maximum 3, will serve on this Working Party. A maximum of 5 members of the public can serve on this Working Party.
- 2) The goal of the Playground Working Party is to advise and support the Parish Council in the delivery of a Playground for West Dereham
- 3) For meetings, 3 members of the Playground Working Party will constitute a quorum and should the number of those present fall below the required quorum, the meeting shall be adjourned and business transacted at its next meeting.
- 4) Should a Councillor resign, a new Council member of the Working Party will need to be approved by Council at its next full council meeting.
- 5) The objectives and responsibilities of the Working Party for the playground, are as follows:
  - To identify appropriate playground equipment options and obtain quotations of cost.
  - To identify any possible grants and funding sources that may be available for a playground.
  - With the agreement of the Council, to organise any further village fundraising events for the playground project.

All recommendations will be put forward to the Parish Council for discussion prior to a final decision by Full Council. WDPC reserve the right to reject or modify any recommendation made by the Working Party.

Members of the Working Party should note that whilst every effort will be made to implement the plans recommended by the Working Party, this will ultimately be constrained by the amount of funding raised.

- 6) Based on these considerations the Working Party will make recommendations in written form to Council.
- 7) Written recommendations must be received by the Clerk at least 10 days before the next meeting.
- 8) The Working Party cannot make decisions nor commit to any financial expenditure.
- 9) The Parish Council will hold any funds secured through this project until needed.
- 10) Any contract award will be arranged by the Parish Council and specifically monitored through the Parish Council.
- 11) The Working Party shall meet when necessary, with meetings being agreed by a nominated lead of the Working Party and a Councillor on the Working Party.
- 12) The Working Party shall adhere to the Standing Orders and Social Media Policy.
- 13) These Terms of Reference shall be reviewed as and when required.

Sharon Sweet - July 2022

Adopted: July 2022

Clerk & RFO – West Dereham Parish Council