

**Yaxham Parish Council**  
**Play Area Working Group - Terms of Reference – April 2021**

The Play Area Working Group Terms of Reference were adopted by Yaxham Parish Council on Thursday 22<sup>nd</sup> April 2021. All references to a “meeting” or “meetings” shall include both physical or virtual meetings over Zoom or similar.

**Objective**

On behalf of the Parish Council to lead, organise and coordinate the delivery of the project as set out in the Management Agreement dated 31<sup>st</sup> March 2021 (see Attachment 1), including first phase of; and as appropriate to develop any further phases of the project to be propose to the Parish Council and the Yaxham Village Amenities Association Trustees (YVAA) for agreement before proceeding.

**Members**

To be [nine] residents of Yaxham to be appointed annually or as required and to include at least two Parish Councillors. The Clerk to the Council shall be the Clerk to the Working Group.

**Quorum**

The quorum of the Working Group shall be [four] Members.

**Voting**

Only the above may vote and participate at a meeting. In the case of an equal vote the Chairman may have the casting vote.

**Interests**

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such an interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. NB. If a Member has declared an interest and then considers the interest to be prejudicial, he/she must withdraw from the meeting during consideration of the agenda item to which the interest relates.

**Officers**

The Chairman and Vice-Chairman of the Working Group shall be Yaxham Parish Councillors. As at the date of these Terms of Reference these are: Chris Couves, Chairman; Bob Gust, Vice-Chairman. The Clerk to the Parish Council is the Clerk for the Working Group.

**Income & Expenditure**

All Working Group Funds shall be held by the Parish Council and ear-marked for the purposes of the Working Group. Any payments by the Working Group will need to be agreed at a Parish Council meeting unless otherwise agreed by the Parish Council in advance.

**Minutes**

A copy of the minutes of each meeting shall be provided to the Clerk to the Parish Council.

**Reports**

The Working Group will provide reports to the meetings of the Parish Council and YVAA Trustees.

**Procedures**

Meetings will be held on an as and when needed basis. The Working Group will operate in-line with the Parish Council's Standing Orders and all other relevant Policies (including Health & Safety, Safeguarding, GDPR relevant Risk Assessments), Insurances etc of the Parish Council.

**Terms of Reference**

The Working Group shall review the Terms of Reference as and when necessary and make appropriate recommendations for amendments to the Parish Council.

*NB (9 members and Quorum of 4 is initial suggestion, could be 7 & 3 or 11 & 5 etc – choose a number and can always amend this at a later date if too high or too low)*

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**Attachment    Play Area Management Agreement**

**Yaxham Village Amenities Association**  
**Management Agreement with**  
**Yaxham Parish Council**  
**For The Recreation Ground Children's Play Area – Yaxham**

This Agreement is for Yaxham Parish Council (PC) to take on full responsibility, on behalf of Yaxham Amenities Association (YVAA), for the upkeep and maintenance of the Children's Play Area, located at the Northwest corner of the Jubilee Recreation Ground Yaxham.

1. Carry out such maintenance work to maintain the play equipment and play area in a safe condition.
2. Carry out repairs and inspections of the Play Equipment.
3. Insure the Play Area against any liability arising from its use.
4. Inspections to be carried out in accordance with the liability insurance requirements.
5. The PC will absolve the YVAA, as owners of the land, of any liability.
6. All costs relating to the Play Area will be funded by the PC and everything purchased will be in the name of the PC and insured by the PC.
7. PC meeting minutes will provide regular updates on work undertaken to the Play Area.
8. The PC will set up a Working Group of Councillors and volunteers from the community to implement Phase 1 of the project as set out in Schedule 1 below. Any subsequent phases to be consulted on with the community and agreed with the YVAA in advance of implementation.
9. This Management Agreement will run for a period of 5 years and is subject to review by both parties in May 2023 and May 2026.
10. In the event of cancellation of this Management Agreement by the PC, the YVAA will not be held responsible for any subcontracts put in place by the PC to fulfil this agreement.
11. This agreement will commence on 01/05/2021

**Schedule 1**

Phase 1 of the project:

To refurbish and replace where necessary the equipment and matting within the current metal fenced area, including:

- Replacing both sets of swings with similar
- Surveying and refreshing or replacing the climbing frame and slide with similar
- Revamping the matting through cleaning, replacing or encapsulation subject to professional advice and value for money
- Include a couple of picnic benches or similar
- Put up banner(s) on the metal fencing to explain the works
- Consider security fencing or other measures to be put in place until the play area can be safely re-opened
- Potentially include a children's roundabout or similar subject to community consultation and funding.

Subsequent Phases:

To be designed in consultation with the local community and agreed with the YVAA in advance of implementation.

*Signed by the Parish Council Chairman and the YVAA Trustees on 31<sup>st</sup> March 2021.*