

Working Group for Renovation and Maintenance of Longstock Playground

Name:

1. The name of the group is the Renovation and Maintenance of the Longstock Playground
2. The working group will be dissolved once Longstock Parish Council is satisfied there is no longer a need for the group.

Objectives:

3. To identify what specific works are required at the Playground to the equipment in priority order. To provide a Statement of Requirement/or specification of works required following the ROSPA reports, including providing advice on any legal or compliance requirements.
4. To explore sources of grants, match-funding and other fund-raising efforts to raise sufficient funds to meet the needs of the playground.
5. To engage with potential subcontractors to determine costs and services (but will have no authority to award a contract).

The Working Group shall not:

6. Make any commitment of funds or make any expenditure on behalf of LPC
7. Change or remove any playground equipment without LPC approval. The playground equipment remains in the ownership of LPC and as such are maintained by LPC, identified in the Register of Assets and included in the LPC insurance cover

Structure:

8. LPC will appoint at least one Councillor to the group whose role shall be to act as the primary focal point for LPC. Appointment of Councillors shall be made annually by LPC whilst the working group remains in existence.
9. Councillors and non-councillors can be members of the working group.
10. The members shall elect from among themselves a Chairman annually.
11. All members shall have equal voting rights for recommendations to put forward to LPC. The Chairman shall have a casting vote.
12. Meetings shall be held as and when agreed by the working group
13. An update on the working group shall be provided for each LPC meeting. Ideally in written format.
14. A member will be needed to note action points arising from each meeting and provide a copy to the Clerk of LPC.
15. All members, including volunteers, to follow the appropriate risk assessments.

Adopted by LPC: At the meeting held on XXXXXXXX, Minute Item XX