

Terms of Reference for the Play Areas Committee

Approved at Full Council Meeting 2 April 2019



1. Authority

The Play Area Committee is appointed by, and solely responsible to, Eynsham Parish Council. The Committee's duties are defined and agreed by the Main Council, which may vote, at any time, to modify the Committee's powers. Meetings to be held quarterly. The Committee does not have executive powers.

2. Membership

The Committee will consist of no fewer than **four elected parish Councillors**, and at its first meeting will elect a Chairman to preside over future meetings– to be re-elected each year following Annual Parish Council meeting. Up to 3 members who are not members of the Parish Council may be co-opted to provide expertise and guidance – non-voting. It will also elect a Vice Chairman if thought appropriate, although any elected member can preside by agreement in the Chairman's absence. **A quorum will be a minimum of three elected Members.** Chairman and Vice Chairman of Full Council will have automatic membership and full voting rights.

3. Records of Proceedings

The Committee will meet quarterly to review the maintenance and development of the play areas at Dovehouse Close, Old Witney Road, Oxford Road and Oxford Road Skate Park. Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting. The Parish Clerk will be responsible for arranging the distribution of the agenda and minutes. The minutes may be recorded by the Clerk or a member of the committee. The minutes will be published at Eynsham Online.

4. Responsibilities

The committee is responsible for making recommendations with regard to all the Parish Council Play Areas specifically: -

- (a) The maintenance and development of the children's play areas.
- (b) To consider maintenance and management of the North and South Oxford Road Playing Fields boundaries.
- (c) To be responsible for regular risk assessments of the play areas and skate park.

In all its deliberations the Council will take into consideration Agenda 21 issues.

Clear and concise formal resolutions and recommendations are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.