

Terms of Reference for the Play Area Committee

confirmed on 5 May 2008



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.

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 & 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 Wytham, Witney Road and Oxford Road. 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 & 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 be responsible for risk assessment on the play areas.

Clear and concise formal resolutions 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.

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