

West Winch Parish Council
Terms of Reference: Playing Fields & Maintenance
Working Group

1. The Playing Fields and Maintenance Working Group is constituted as a Working Group of the West Winch Parish Council. The Working Group's composition shall comprise of four Councillors as voting members with three members of the Working Group constituting a quorum.
2. The Chairman and Vice Chairman are elected annually by the Working Group.
3. The Working Group's role is to take care and control of the Public Open Space and Coronation Avenue Field.
4. The Working Group has delegated executive powers to place orders for works and services within the limitations of the approved emergency budget of the Working Group. The emergency budget is currently £250. The Working Group shall be able to approach the Parish Council for increased funds should it become necessary to discharge its duties; however, funds are not to be automatically granted.
5. The Working Group can initiate new facilities within the Parish, e.g. new play areas. All costs must be agreed by the Parish Council.
6. The Working Group will initiate and recommend tenders to the Parish Council for all aspects of maintenance and ground works in accordance with the Parish Council's Financial Regulations.
7. The Working Group will host meetings with sports clubs and other users of the Public Open Space to seek mutual co-operation in managing and enhancing the Public Open Space.
8. All correspondence and orders shall be conducted through the Clerk of the Parish Council.
9. The Working Group will meet as the workload requires, with a minimum of 2 days clear notice given.
10. The Chairman and Vice Chairman of the Parish Council are ex-officio members of all Working Groups and are entitled to vote.