



# **GORING-ON-THAMES PARISH COUNCIL**

## **Open Spaces Projects:**

### **Playgrounds Committee**

#### **TERMS OF REFERENCE**

#### **1 Remit**

To produce proposals for full Council approval for refurbishing the play areas on Bourdillon and Gardiner recreation grounds and to manage any resulting refurbishment projects.

#### **2 Meetings**

To meet at least monthly.

The Assistant Clerk or Clerk will minute all meetings of the Playgrounds Committee and minutes will be submitted to the Parish Council at the next meeting for adoption.

#### **3 Appointment of Members**

The Committee will be comprised of four councillor members and two non-councillor members who are electors of the Parish of Goring-on-Thames. Quorum will be three council members. The non-councillor members shall meet the eligibility criteria to be a Councillor in the Parish of Goring-on-Thames. Members will be appointed by the Parish Council. The Chair will be elected by the Playgrounds Committee at its first meeting. They may also appoint a Vice Chair.

The Playgrounds Committee will, at an appropriate time, form an Evaluation Work Group (EWG) for each of Bourdillon and Gardiner to fully evaluate supplier proposal's (see attached Terms of Reference). The Committee may also form a fundraising Working Group to identify grants and initiate community fundraising as required.

#### **4 Delegated Authority**

The Committee has delegated powers to progress Invitation to Tenders and Planning Permissions for the Bourdillon and Gardiner playgrounds.

#### **5 Scope**

- To make written progress reports to each Full Council meeting.
- To keep a written record of the times, places and attendees of each Committee meeting, together with a brief summary of topics discussed and any resulting actions.
- To manage a procurement process for Bourdillon and Gardiner in line with Standing Orders and best practise.



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- To form an Evaluation Work Group at an appropriate time, and to ensure that it evaluates all Tenders received with an objective process and to best practise.
- To select the preferred supplier(s), design and a fully costed proposal and implementation plans for Bourdillon and Gardiner and make recommendations to Full Council for approval.
- Following Council approval, to finalise any contract negotiations with suppliers and manage any resulting implementation projects.
- To make recommendations on the timing and methods of funding of any works the Committee recommends, including pursuing any grant applications.
- To obtain planning permission from the planning authority as appropriate.

### **6 Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 9<sup>th</sup> December 2024. It shall be reviewed periodically.

Signed:

Dated: 9<sup>th</sup> December 2024

\_\_\_\_\_, Chair of the Council.