



Whitchurch on Thames

Ruth Popper Playground Working Group

Terms of Reference

14 January 2024

1. NAME

The group's name is the Ruth Popper Playground Working Group.

2. OBJECTIVES

The Committee has the following objectives:

- to confirm the boundary of the playground and lodge this with Land Registry,
- to support the Parish Council to sign a lease, if necessary, in relation to the rented land,
- to move all playground equipment on to land owned by the Parish Council (if this is decided to by the Parish Council),
- to ensure that all changes to the playground are in line with the Parish Council Standing Order on sustainability,
- any changes take account of the root protected area of the trees,
- to renovate the playground equipment where appropriate,
- increase the number of wildflowers in the playground,
- to ensure that all proposals are permissible under our insurance cover,
- applying for grants if applicable,
- apply for planning permission in relation to any new equipment proposed,
- take account of the RoSPA Safety reports and
- develop an ongoing maintenance plan (including flora) (which may in part require funding from the Parish Council).

The following objectives are delegated powers from the Parish Council: [only applies to Committees] – Not applicable.

3. RELATIONSHIP TO THE PARISH COUNCIL

- The Ruth Popper Playground Working Group will advise the Parish Council of any proposed changes via motions at Parish Council meetings.
- Budget for the Ruth Popper Playground Working Group led activities will normally come from the Parish Council and must be approved on a case-by-case basis. [Committees may manage their own budget]. The Chairman will submit annual budget plans to the Parish Council each December to be included in the Parish Council Budget.
- The Ruth Popper Playground Working Group will provide updates to the Parish Council in writing and shared with council members ahead of parish council meetings. This should happen at least once a quarter. The updates can be added to the minutes as an attachment.
- PC standing orders for Committees/Working Groups will apply to the Ruth Popper Playground Working Group.

4. MEMBERSHIP

- The Ruth Popper Playground Working Group will consist at least four members of the Parish Council. The Ruth Popper Playground Working Group will communicate any change in membership to the Parish Council for approval.
- The Chair of the group will be appointed by the group but will need to be ratified by the Parish Council. This will normally happen at the annual Parish Council meeting but could happen at other times as determined by the PC or the Ruth Popper Playground Working Group
- A representative of the PC will normally chair the group, but this could also be someone from outside of the PC.
- Membership of the group will be reaffirmed at Annual Parish Meetings unless members wish to resign.

5. STAKEHOLDERS

- The Ruth Popper Playground Working Group will liaise with the following stakeholders: Parish Council, SODC, SOHA, WoTHABs and The Green Team. The Ruth Popper Playground Working Group will also engage with other third parties including Goring on Thames Parish Council and Mind The Gap.
- The Ruth Popper Playground Working Group will engage with members of the village who wish to be involved in various maintenance tasks in the playground.

6. MEETINGS

- The Ruth Popper Playground Working Group will meet at least 6 times per year (but initially every six weeks).
- Minutes for each meeting will be shared with the Ruth Popper Playground Working Group members and members of the PC and posted on the village website in a timely manner.
- If members have a conflict of interest, they must declare it at the beginning of the meeting.

7. GDPR

All members of the Ruth Popper Playground Working Group should be familiar with GDPR legislation. Any member responsible for handling personal data is required to have completed basic GDPR on-line training.

8. GENERAL

- Changes to the Terms of Reference are to be approved by the PC.
- Winding up: the PC has the authority to disband the Ruth Popper Playground Working Group at any time, acting reasonably.

- This Terms of Reference was adopted on 14 January 2024 by approval of the Parish Council and members of the Ruth Popper Playground Working Group.

9. EXPENSES AND INVOICES

Councillors and WG members are responsible for always obtaining value for money. The Parish Council shall ensure as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates (if works exceed £1,000) from appropriate suppliers.

All invoices that are £250 and above in one purchase must be approved prior to purchase and the invoice must be addressed to the Parish Council as noted below. Approval for the payment will be made at the next Parish Council meeting.

Please note that the Parish Council cannot re-claim any VAT from a purchase if an invoice is not addressed to it.

Residents may be reimbursed for purchases made on behalf of the council provided that the expense has been approved by the council in the annual budget and are under £250 in one expense. Expense claims should be submitted with a receipt with an explanation of the item purchased to the Parish Clerk. The expense will then be reimbursed after the next Parish Council meeting.

If an expense by a resident is outside the items approved in the annual budget, the expense must be approved, before purchase, by the Council at the next Parish Council meeting.

Invoices and any queries should be addressed to the Parish Council as below:

Ms. Jane M. Yamamoto, Parish Clerk
Whitchurch-on-Thames Parish Council
11 Hillside, Hardwick Road
Whitchurch-on-Thames RG8 7HL
Parishclerk.whitchurchonthames@gmail.com
07876 714 906