

**PLAY AREA WORKING GROUP (PAWG)
TERMS OF REFERENCE**

1. Aims and Objectives

- 1.1. The Play Area Working Group (PAWG) is a task and finish group formed to co-ordinate the refurbishment of the Fayre Way Play Area.
- 1.2. The purpose of PAWG is to:
 - a) consult within the parish on preferences for new play area equipment;
 - b) formulate the schedule of refurbishment from specification to oversight of installation;
 - c) Design the specification for tender and recommend to Full Council for approval;
 - d) submit specification to the tender process through www.gov.uk/contracts-finder and local press;
 - e) ensure all necessary statutory requirements are in place;
 - f) set tender period and opening deadline with Full Council approval;
 - g) apply for funds to support the play area refurbishment;
 - h) conduct any necessary negotiations with successful contractors;
 - i) to consider any further works / maintenance as required after successful contract completion.

2. Membership

- 2.1. At least two Parish Councillors appointed by Full Council.
- 2.2. Where necessary, Chair and Vice Chair are ex-officio members.

3. Quorum

- 3.1. The quorum of the PAWG is two members.

4. Voting

- 4.1. The PAWG is non-decision however recommendations to Full Council may be made by consensus or by vote of those appointed members present.

5. Reports

- 5.1. Minutes are not required, however notes or a report should be made available as soon as is practicable to the Clerk after each meeting.