



## **Stisted Parish Council – Terms of Reference for 2025 Recreation Area Working Group**

### **1. Introduction**

These Terms of Reference apply to the 2025 Stisted Recreation Ground Development Working group. Initial Objectives are shown below and can be amended as required by discussion and approval at a Parish Council Meeting

### **2. Membership**

- Membership shall be appointed by the Parish Council and will consist of three individuals from the parish council and three co-opted members from the parish.
- Individual membership from the public can be rotated to different suitable members of the parish with agreement from the group and subject to staying with six members on the group.
- The working group shall appoint a Chair from the parish council representatives at its first meeting.
- Subject Matter Experts can be invited to join the group where relevant and are could include input from Stisted Academy whose pupils will be users of the equipment on the Recreation Ground, even though they may not be residents of the Parish.

### **3. Background**

At present the recreation ground has the following:

- Pavilion (and some storage sheds)
- Seating and litter bins
- Signage
- Multiplay Junior
- Swing – Basket
- Swing – 2 seat Junior
- Swing – 2 seat Toddler
- Rocker 4 seat
- 5 x Mushrooms
- An Agility Course (Duel Log Course)
- Goal Posts and a football pitch
- Basketball Post
- Table Tennis Table
- 3 pieces adult gym equipment (rower, walker, cross train)

There is a weekly safety check and an annual safety inspection.

Recent repairs have been carried out to the Multiplay and the matting underneath will soon be ready for replacement

The council currently has approximately £6,000 of funds to invest in the recreation ground on new equipment if no other fundraising or grant application work is done.

There is one company called Finding Fitness at <https://www.finding-fitness.co.uk/monkey-challenge/> who believe that for 80% of councils they can help secure a lottery grant to purchase and install a Monkey Challenge wall valued at approximately £10,000.



Note there is currently no S106 money available

#### 4. Objectives

Overall objectives are:

- To investigate, research, and report on the priority needs for spend on the recreation ground from the parish and the various users. To include:
  - Equipment (new / repairs / enhancements),
  - footpaths,
  - play surfaces
  - sunshades,
  - provision of water supply or similar (this may be too expensive and of little benefit)
  - anything that the group feel appropriate and achievable.
- This should include confirming that the equipment meets all groups of users and their needs in the best way possible
- To investigate the availability of any further grants
- Make recommendations to council for discussion and approval on the way forward

The group will need to investigate the potential costs of any equipment and be aware that the current £6,000 to £8,000 will have limited purchasing power. As a reference point, the 3 pieces of adult gym equipment were £6,000 on a grant.

The clerk can provide advice if required on applying for Lottery Fund grants and these are typically for £10,000 for the basic grant

#### 5. Delegated Powers

- Working groups have no decision-making powers unless explicitly granted by a resolution of the Parish Council. All key decisions must be referred to full council for RESOLUTION
- All decisions and expenditure proposals must be approved by the Parish Council before implementation.
- Working groups may liaise with external bodies and gather information but cannot commit the Parish Council to any agreement.
- Should the working group need to incur minor expenses, these should be approved by Council at the start and then claimed back – these could include mileage, cost of hiring a meeting room etc

## **6. Reporting to Full Council**

- The working group shall provide regular updates to the Parish Council, either in writing or verbally at Parish Council meetings.
- Any recommendations or proposals requiring council approval shall be presented at the next appropriate Parish Council meeting. The proposal must be submitted one week prior to council meeting for the clerk to include on the agenda

## **7. Meetings and Minute Taking**

- Meetings shall be held as required and agreed upon by the group members. It is not essential that these meetings are held in public and the working group will be responsible for finding suitable locations
- A record of meetings shall be kept, summarising discussions, actions, and recommendations. These do not need to be formal minutes and a member of the working group may take these notes.
- Minutes shall be submitted to the Parish Clerk and included in the Parish Council's records as required.

## **8. Review**

- The Parish Council will review the remit and effectiveness of each working group at least annually.
- The Council reserves the right to amend or dissolve a working group as necessary.