

CHIDEOCK PARISH COUNCIL

CLAPPS MEAD WORK GROUP TERMS OF REFERENCE

Minute 3022 of the Parish Council meeting held on 29 September 2023 states, in reference to the Clapps Mead Work Group,; -

“There will be a working group of volunteers consisting of, but not limited to: Nick Mudford; Shay Devine; Mick Kelson; and George Dunn.”

The Clapps Mead Work Group is separate from the Parish Council. The Parish Council owns Clapps Mead and is responsible for its maintenance and for all expenditure.

I ask for constructive comments on my suggested Terms of Reference below, so that this can be put in place.

Sal Robinson, Clerk – 16/5/2024

Terms of Reference for the Clapps Mead Work Group.

1. The Clapps Mead Work Group carries out minor repairs in Clapps Mead Playing Field and the Childrens Play Area which have been identified in the two-weekly inspections carried out by councillors or in the quarterly RoSPA inspections conducted by Mr Kenneth Hussey.
2. The Parish Clerk has authority to inform the Clapps Mead Work Group of minor repairs and to request that the group addresses them within 4 weeks.
3. All repairs must be costed prior to being undertaken. The group has authority to spend up to £30 for materials for a single repair without preapproval by the Parish Council. If a repair will cost more than £30 the costing must be sent to the Clerk for approval by the Parish Council before materials are purchased.

4. The Parish Council will reimburse costs on receipt by the Clerk of details of the repair carried out and paid invoices which should, wherever possible, be made out to Chideock Parish Council.
5. The Parish Council may request assistance from the Work Group when new equipment is being installed.
6. The Work Group is covered by the Parish Council's insurance whilst acting on the Parish Council's instructions.