**Mellor Parish Council**

PLAY AREA COMMITTEE 2024 Terms of Reference

**Roles and responsibilities**

The Committee will have the following roles and responsibilities:

1. Make itself fully aware of the terms of the conveyance on the land including the nature of any restrictive covenants and other conditions relating to the Play Area and field named as the Asset Mellor Play Area.

2. To consider the probable future needs of the parish and the children within it.

3. To make informed decisions, obtain quotes, progress matters swiftly and report back to Council with their recommendations for Council to debate and Resolve to make decisions.

4. Decisions will be made by a vote by a shown of hands and the majority vote shall be carried.

**Membership**

1. 3 Parish Councillors and the Chair and Vice Chair as ex-officio Members

2. Meetings shall be quorate if a minimum of 3 members are in attendance

**Meetings**

1. To elect a Chairman responsible for the effective running of the meetings.

2. To elect a Secretary.

3. Meetings will be chaired by the elected Chairman. If the elected Chairman is absent from any convened meeting the Secretary will chair that meeting.

4. The minutes of each meeting will be taken by the Secretary and submitted to the Clerk within 10 days of the meeting.

**Agenda items**

1. All agenda items must be forwarded to the chairman by email no later than 7 days prior to the next scheduled meeting. The agenda will be distributed no later than 3 clear days of the next scheduled meeting.

**Minutes and meeting papers**

Full copies of the minutes, including attachments, will be provided to all members no later than 14 working days following each meeting by the Clerk.

**Frequency of meetings**

The Committee will agree the frequency of meetings to be not less than one per month.

**Communication**

All correspondence will be sent from the Clerk’s email address.