

CHIDEOCK PARISH COUNCIL

CLAPPS MEAD MANAGEMENT GROUP TERMS OF REFERENCE

1. The Clapps Mead Management Group reports to Chideock Parish Council via the Clerk.
2. The group consists of volunteers who may or may not be parish councillors, though ideally at least one member is a councillor.
3. At the direction of the Parish Council the 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.
4. 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 pre approval 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.
5. The Parish Council will reimburse costs on receipt of details of the repair carried out and paid invoices which should, wherever possible, be made out to Chideock Parish Council.
6. The Parish Council may request assistance from the Management Group when new equipment is being installed.
7. The Management Group is covered by the Parish Council's insurance.