

Toller Porcorum Recreation Ground Working Group
Recreation and Environment Working Group Role and Responsibilities

Membership: Should ideally consist of 3 councillors

Report Timescale: All reports should be sent to the Clerk not less than seven (7) working days prior to the scheduled meeting of Full Council. (Reports not received in this timescale will not be included on the agenda)

Meeting Timescale: When Required

1. To ensure proper maintenance of Council owned spaces by:
 - Carrying out monthly reviews of Recreation Grounds
 - Reporting on matters needing attention, e.g., repairs to equipment and fencing. Liaise with the Councils approved playground safety inspector ensuring 3 monthly inspections are carried out and identified works reported to Council, with the exception of emergencies repairs. These must be report to the Clerk without delay.
 - Obtaining costings for essential work to be submitted for discussion and approval by Council.
 - Seeking ideas from parishioners and after due consultation if there is a majority in favour then to prepare a proposal with costings to be submitted for discussion and approval by Council

2. Grass and Boundary Hedge Cutting.
 - To oversee the tendering of the grass cutting contract at least every 3 years and submit recommended contractor to Council for approval.
 - To oversee the work of the grass cutting contractor and report concerns to Council with recommended actions to be taken.
 - To oversee the tendering of the boundary hedge cutting contract at least every 3 years and submit recommended contractor to Council for approval