

Carlyon Parish Council

Carlyon Bay Recreation Area Working Party Terms of Reference

1 Membership and Appointment

At least two serving parish councillors and up to three local residents. Membership of the working party will be confirmed at the Annual Meeting of the Parish Council. In the event that more than three local residents wish to join the working party, the parish council will decide by vote.

2 Meetings

There is no requirement to hold formal meetings.

3. Purpose of Working Party

(i) To monitor the condition of the field and its boundaries and to suggest areas for improvement

(ii) To undertake a safety check of the field and submit a written report to the Clerk on a monthly basis using the template provided. The check consists of a visual assessment of the field and its boundaries and can be undertaken by any member of the working party.

(iii) To monitor incidences of anti-social behaviour.

4. Expenditure

The Carlyon Bay Recreation Area Working Party has no delegated budget.

5. Reporting Mechanism

A verbal report will be given to the Parish Council at its monthly meeting by a member of the working party. Any matters requiring urgent attention should be reported to the Clerk, who will address the matter (in consultation with the Chairman of the Parish Council, should it require emergency financial expenditure).

6. Variation

These Terms of Reference are to be reviewed annually.