

# **Ettington and Fulready Playground Tender Working Group**

## **Terms of Reference**

### **1 Introduction**

Ettington Parish Council took the decision to commission purchase of equipment and wheeled play area at the Playing Field and a Youth Council has been convened to work up proposals of what provision should be made and to undertake fundraising. These Terms of Reference are in respect of a Working Party convened to progress the Tendering Process;

### **2 Membership**

2.1 The Working Party will comprise Cllrs Ruth Hawksworth, Rich Smith and Jenny Henry who will be free to coopt additional members, from the community of Ettington if thought appropriate;

2.2 Notification will be given to Ettington Parish Council of coopted members and they will be required to abide by Ettington Parish Council's Code of Conduct;

### **3 Support**

Support will be provided to the Working Group by the Clerk to the Council;

### **4 Meetings**

4.1 The Working Group will meet on an ad-hoc basis as required;

4.2 No formal agenda will be necessary and the meetings will not be open to the public;

### **5 Remit**

5.1 To draw up proposals in line with available funding;

5.2 To review and agree Tender Documentation (using ESPO Framework 115);

5.3 To progress Tender Process once the Tender Documentation has been approved by the Parish Council;

5.4 To review Tenders received and make recommendation to the Parish Council in respect of the chosen provider;

5.5 To oversee the project delivery once the provider has been approved;

5.6 To monitor the budget allocation;

5.7 To make regular reports to Ettington Parish Council;

## **6 Limitations**

6.1 The Working Group will not commit any funding or enter into any contracts without the Parish Council making a resolution in line with its recommendation other than as defined in 8 below;

## **7 Role of the Parish Council**

Support the Working Group by providing the resources necessary for it to function in line with these Terms of Reference;

## **8 Finance**

8.1 All grants and funding will be applied for and held by the Parish council, who will ring-fence the funds for the Youth Project purpose only;

8.2 Notification of all planned expenditure over £50 will be given to the Parish Council before expenditure is incurred UNLESS this is for the purpose of fundraising where the expenditure will be recouped;

8.3 The Clerk of the Parish Council will keep clear records of expenditure supported by receipted invoices and will regularly review the budget;

## **9 Application**

These Terms of Reference shall apply from the date at which they are adopted by the Parish Council;

## **10 Dissolution of the Steering Group**

10.1 The Working Group will continue until the Project is complete.