**Weston Colville Playground Tender Working Group**

**Terms of Reference**

1. **Introduction**

Weston Colville Parish Council took the decision to commission purchase of equipment at the Recreation Ground and a Working Party 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 of Cllr Emma Rayner, 2 parishioners, plus one other Cllr – to be determined. The Working Party will be free to coopt additional members, from the community of Weston Colville if thought appropriate;

**2.2** Notification will be given to Weston Colville Parish Council of coopted members and they will be required to abide by Weston Colville 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 Weston Colville 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 inline 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 Playground 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 Working Party**

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