

Rumburgh Parish Council
Play Equipment Task & Finish Working Group
Terms of Reference

Membership: Membership of the Task & Finish Working Party will be determined by the Full Council and may comprise councillors and members of the public. The Chairman of the Working Party must be a Parish Councillor for Rumburgh and only councillors may vote on decisions.

Financial decisions must be approved by the Full Council. This includes monies raised through donations, fundraising activities, grant making, etc. for this or any other purpose.

Meetings of the Working Party may be held in person or virtually. Due to the small number of Councillors on a Working Group the concept of Quorate does not apply. Therefore it only requires one Councillor to be present and at least one other member of the group for a decision to be made, so long as all other members were aware that the meeting was taking place and that sufficient notice had been given ([Standing Orders 2025-26.docx.pdf](#)).

Other than members of the working group the public will not normally be invited to attend any meetings. Requests to attend the meetings must be received in writing to the Clerk for consideration at the next Full Council Meeting.

The Chairman of the Task & Finish Working Group may use their discretion to allow members of the public attending the meeting to speak to the Working Group. If in doubt please refer to RPC standing Orders ([Standing Orders 2025-26.docx.pdf](#))

Notes indicating Attendees by name, date, time and location of the meeting, topics discussed, actions arising and resolutions must be taken and used to report back at the next Full Council Meeting. Any such notes must be made available to the Clerk for safekeeping and should be made available to anyone who reasonably seeks to view them. Notes of the previous meeting should be shared with members of the group in a timely fashion.

The Task:

The purpose of the group is:

- to ascertain the need for replacement playground equipment for the Pleasure Ground Rumburgh;
- to arrange for the removal and proper disposal of existing play equipment
- To arrange for the preparation of the area, purchase and installation of new play equipment.
- Ensure a minimum of three tenders are presented to Full Council for any/all contracted works

The group is also tasked with securing funding for all of the above.

The Task will be deemed to be Finished once all of the above have been completed, at which point the group will disband.

Records of meetings will be archived in line with the RPC Data Protection & Information Management Policy ([Data Protection & Information Management Policy .pdf](#))

Review date: July 2026 or sooner as required

Resolved Date: 28 05 2025

Minute Ref: tagh/01467/25b