

**2025**

# **Killinghall Parish Council: The Glebe, Working Party - Terms of Reference**



Adopted: 7<sup>th</sup> April 2025

# Terms of Reference

## **Purpose:**

The Working Party aims to renew or restore the play equipment and benches at “The Glebe”.

## **Scope:**

The Working Party will investigate all matters concerning The Glebe and benches, reporting back to full Council with recommendations only.

The Working Party can only fact -find and recommend.

## **Membership:**

Includes Killinghall Parish Councillors, public members, and local community groups, up to 10 members.

A Chair and Vice-Chair will be elected by the membership

## **Invited Guests:**

The Working Party can invite guests to Working Part Meetings to aid within the scope of the Terms of Reference, such as the local play equipment providers.

## **Meeting Arrangements:**

Meetings can be held as often as desired:

- Are not open to the public,
- Do not require an agenda.
- Notes must be kept.
- Meetings can be face-to-face or via Zoom/Team

## **Budget:**

The Working Party has a budget of £100.00 which will be approved by Killinghall Parish Council prior to any expenditure for items such as:

Booking a room for a Working Party Meeting.

Photocopying information for the membership.

Any expenses will only be reimbursed with receipts and the decision of the reimbursement will be the decision of Killinghall Parish Council.

## **Reporting:**

To report to Killinghall Parish Council monthly.

Approved: on the 7<sup>th</sup> of April 2025