

Kersey Parish Council KCPC (Playground) Working Group Terms of Reference

May 2026

Introduction

The KCPC working group (Formerly the Kersey Community Playground Committee) was formed to raise funds for the provision of a children's play area (age 2 to 12 years) at the South West end of the Glebe. The play area was completed in 1997 and is widely used by parish children and others from the surrounding villages. In November 2008 a cricket net was installed at the Eastern corner of the Glebe. In June 2011 outdoor fitness equipment was installed near the children's playground. New equipment is often funded with grants from Babergh, Suffolk County Council and the Suffolk Community Foundation. Regular maintenance costs are funded from KCPC fundraising events, such as the annual quiz.

The Parish Council lease three areas of ground at the Glebe from Kersey Playing Field Association. The 15 year lease expires in June 2026.

The KCPC is now a Working Group of the Parish Council and, as such, all decisions need to be ratified by the Parish Council. KCPC funds are 'Ring Fenced' for recreational purposes in the parish.

Local Council Power: Local Government (Miscellaneous Provisions) Act 1976 s19

KCPC Responsibilities:

- To maintain the site, ie mow the grass, trim hedge, repair fencing and gates etc.
- Carry out regular routine inspections of the entire children's playground area, exercise equipment area and cricket net area to spot 'superficial' faults or defects, carried out by nominated persons keeping a written and signed log.
- Organise thorough quarterly inspection by a nominated person/s looking for defects, faults, corrosion or wear. The findings must be recorded in a log book together with details of the remedial action taken. (If no defects are found, it is important to record this as 'none found') The Clerk to be given a copy of the quarterly inspection reports and any remedial action taken.
- Repair any equipment if possible or contact the equipment supplier to do so.
- To ensure the KCPC mower is appropriately maintained annually and inform the Clerk so a record of maintenance is kept.
- To give all volunteers who help with mowing and maintenance a copy of the risk assessment.
- To remind all volunteers that they are insured to help mow and maintain the playground using the Parish Council mower or strimmer when they are appropriately dressed. They can be offered training as necessary.
- Hold fund-raising events to cover costs of repairs/general maintenance to equipment, surfacing, fencing, gates, seat and mower etc. Also, to help with finance for new equipment.
- To get all decisions, particularly those incurring expenditure, ratified by the Parish Council.
- All expenditure must be accompanied by a VAT invoice for payment by the Parish Council or if necessary for reimbursement by the Parish Council after purchase, so long as expenditure has previously been approved by the Parish Council.
- To agree with the Clerk the KCPC annual budget for ratification by the Parish Council at the budget meeting in November.
- To report to the Parish Council at each council meeting with a copy to the Clerk.
- To give the Clerk a copy of the meeting notes of KCPC meetings and a list of volunteers who help with mowing and maintenance.

Parish Council Responsibilities:

- Nomination of a Councillor to the Working Group.
- To pay all necessary insurances, ie public liability, damage to play equipment, assets cover etc.
- To insure volunteers who help with mowing and general maintenance.
- To keep a register of assets.
- Organise and pay for professional annual inspections and give KCPC a copy of the report.
- The Parish Council to permanently retain copies of annual inspection reports as stipulated by the insurance company, also to keep quarterly inspection reports.
- To keep a record of mower maintenance.
- To maintain KCPC Working Group financial accounts, receive income and make payments.
- To review the volunteer risk assessment regularly, a copy to be given to all volunteers.
- To negotiate the lease for areas of the Glebe from Kersey Playing Field Association.