

**CROSBY RAVENSWORTH PARISH COUNCIL**  
**FOR PLAY AREA RENOVATION GROUP**  
**CONSTITUTION AND TERMS OF REFERENCE**

**Name**

1. The name of the group shall be Crosby Ravensworth Play Area Renovation Group.

**Aim**

2. The aim of Crosby Ravensworth Play Area Renovation Group will be:
  - a. To raise money and instruct and monitor works in order to renovate the Crosby Ravensworth play area.
  - b. To provide members of the parish and beyond with a safe play area for their recreation needs.
  - c. To bring the community together for the benefit of younger and future generations.

**Background**

3. The Crosby Ravensworth Play Area was built in 2000 as a millennium project. The equipment needs to be replaced and other refurbishment works completed.
4. The land on which the play area is located is owned by members of the Parish (Mr and Mrs Brewer) but is leased to the Crosby Ravensworth Parish Council (CR PC) (25-year lease due to expire in 2025).<sup>1</sup> The Play Area equipment is owned by CR PC and is included on the asset register.
5. CR PC and Eden District Council (EDC) have a (unsigned) agreement from 2002 to inspect and maintain the equipment and to insure the Play Area, retaining the right to refurbish or replace items of said equipment. Despite the lack of signature EDC have been continuing to uphold their responsibilities as per the agreement and will continue to do so until 2027.<sup>2</sup>
6. Any additional or replacement equipment purchased and installed by CR PC will be included in the agreement with EDC/Westmorland and Furness.
7. The EDC agreement includes boundary maintenance, with the exception of a specified section which will be maintained by the Parish Council. Details of this are held separately.
8. The project has been split into phases due to the increasing costs of raw materials, therefore fundraising will continue throughout. EDC have replaced some parts of existing equipment to prolong their life, which gives the Group an extended length of

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<sup>1</sup> Mr Brewer agreed a 15-year extension in Dec 21.

<sup>2</sup> A revised agreement for signature is expected from EDC shortly, to include boundary responsibilities.

time to consult the community further and adapt the project phases as needed each time before we look for further grant funding. These phases are:

- a. Phase 1 - Spring 2023
- b. Phase 2 – TBC. A verbal agreement was reached with EDC that if they replaced parts at their expense, those parts cannot be replaced for 5 years. The last part replaced was installed on 25 Aug 22.

## **Membership**

9. Membership is open to anyone who:

- is aged over 16 years old
- lives in the Crosby Ravensworth Parish
- supports the aims of the group

10. A list of all members will be kept by the Play Area Chair/ Secretary.

11. All members will abide by policies adopted by the Crosby Ravensworth Parish Council. Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy or code of conduct policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the Parish Council, before a final decision is made

## **Ceasing to be a member**

12. Members may resign at any time in writing to the Chair of the group. Email will be accepted as long as it is sent from the personal account of the resigning member.

## **Equal Opportunities**

13. Crosby Ravensworth Play Area Renovation Group will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

## **Officers and committee**

14. The business of the group will be carried out by the Committee members. The Committee will meet as necessary and not less than twice, four times a year. The group will hold an AGM.

15. The officers' roles are as follows:

- Chair, who shall
  - Chair all Crosby Ravensworth Play Area Renovation Group meetings.

- Treasurer who shall be responsible for maintaining accounts alongside the Parish Council RFO.
  - The treasurer should also keep accounts of money raised and dates/amounts handed to CR PC RFO.
- Secretary who shall
  - Keep a membership list,
  - Prepare in consultation with the Chairperson, the agenda for meetings of the group.
  - Collect and circulate any relevant information within the group.
  - Correspond in consultation with the Chairperson either in writing or verbally with any person/organisation with an interest in the project to gain information or help deliver the project.

### **Meetings**

16. Updates on the progress of the Crosby Ravensworth Play Area Renovation group will be provided at the Crosby Ravensworth Parish Council Ordinary meetings as required<sup>3</sup>.
17. Notice of this will be inline with Crosby Ravensworth Parish Council's Standing Orders.

### **Committee Meetings**

18. Committee Meetings are open to all members and can be held at any time. Members will be provided with as much notice as possible.
19. The \*Group shall consist of no less than 3 members and no more than 8 members, plus the Parish Clerk. The quorum for a committee shall be 3 members (which can include Parish Clerk).

### **Rules of Procedure for meetings**

20. All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.
21. If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

### **Finances**

22. CR PC will set up a project fund with Penrith Building Society for the Play Area renovation group, into which any funds raised, and any grants received, will be paid. CR PC will use this fund to purchase or pay for the work required on behalf of the Play Area renovation group, enabling VAT to be reclaimed under section 33. Funds will be managed in accordance with CR PC's Financial Regulations.

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<sup>3</sup> To include Annual meetings and EGMs as necessary

23. The Play Area Renovation group can agree financial expenditure up to £2000 without approval from CR PC, but must inform the PC at the earliest opportunity of that decision. Financial expenditure in excess of £2000 must be approved at an Ordinary/Extra Ordinary General PC meeting. Any receipted expenses for reimbursement should be passed to the CR PC Clerk on a monthly basis with reasons for expenditure clearly given. Expenses will not be eligible for VAT reclaim.

**Amendments to the Constitution**

24. Amendments to the constitution may only be made an Ordinary Meeting or an Extra Ordinary General Meeting held by the Parish Council. Any proposal to amend the constitution must then be circulated with the notice of meeting.

**Dissolution**

25. If a meeting, by simple majority, decides that it is necessary to close down the group it may call an Extraordinary General Meeting to do so. The sole business of this meeting will be to dissolve the group.

26. If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be retained by the Crosby Ravensworth Parish Council.

**Date** ...../...../.....

**Name (Chair of Group)**.....

**Signed** .....

**Name (Chair of PC)** .....

**Signed** .....