

## **Friends of Jubilee Park**

### **Terms of Reference**

Adopted at the Annual Parish Council Meeting on 19/5/2026

#### **1. Purpose**

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The Friends of Jubilee Park is a working group of the Parish Council made up of volunteers who support the practical, day-to-day care of Jubilee Park. The group's role is informal and hands-on. It does not hold meetings, make decisions on behalf of the Parish Council, or undertake fundraising activities.

#### **2. Activities**

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The group's activities are limited to the following:

- Regular checks of the park and play equipment, with findings reported to the Parish Clerk. The frequency of checks to be agreed with the Parish Council.
- Participation in park maintenance days, including spreading bark and sand as required.
- Monitoring the table tennis equipment (bats and balls) to ensure an adequate supply is maintained, and replacing items as they are lost or damaged.
- Any other minor practical tasks agreed informally with the Parish Clerk from time to time.

#### **3. Reporting**

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The results of checks are submitted to the Parish Clerk. The group has no obligation to attend Parish Council meetings or produce formal reports. Any issues identified during checks that require action will be passed to the Parish Clerk, and all decisions regarding remedial or maintenance work remain with the Parish Council.

#### **4. Communication**

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The Parish Council will communicate regarding planned or significant decisions affecting the park. While the group holds no decision-making role, the Parish Council will keep the Group informed so that they can continue to support it as effectively as possible.

#### **5. Decision-Making**

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The group does not hold decision-making authority over the park or its budget. All decisions relating to maintenance, expenditure, or changes to the park remain the responsibility of the Parish Council.



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#### **6. Membership**

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Membership is open to anyone who wishes to help. There is no formal committee structure, no elected officers, and no requirement to attend meetings. Members contribute on a voluntary and flexible basis.

#### **7. Review**

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These terms of reference may be reviewed and updated at any time by agreement between the group and the Parish Council.