

## **Terms of Reference for the Skate Park Committee**

Adopted by resolution on 17<sup>th</sup> October 2022 (Minute 73)

### Objective

- To provide effective cohesion between the committee members, town council officers, Skate Park Safety Officer and the end users, i.e. to work together for the mutual benefit of all involved.
- To ensure the council lease is valid and in place with the landlords.
- To ensure the appointment of a Skate Park Safety Officer, and ensure that the officers are satisfied that this relationship is working, and is currently adhering to their own terms of reference, as adopted in May 2022, review 2025, and for the purposes of convenience, set out below.
- To review the Skate Park Safety Officer inspection form, last adopted in May 2022, in 2025.
- To review the Skate Park Safety Officer action form, last adopted in May 2022, in 2025.
- To discuss and agree any upgrades to the park, including ancillary items such as CCTV and lighting. Subject to full council resolution.
- To discuss and agree any repairs required to the park, over £1,000. Clerk to authorise any repairs up to this amount, as highlighted as a requirement by the Skate Park Safety Officer.
- To assist the officers in maintaining standards.
- To assist the officers in demonstrating transparency.
- To assist with any other skate park related matters, on a needs arise basis.

### Membership

- The committee shall comprise 5 or 6 Town Council members in total.
- A chair of the committee will be appointed from those members.
- The Skate Park Safety Officer, may be invited to attend the meetings, on a needs arise basis.

### Quorum

- The quorum of the committee shall be 3 Town Council members.

### In attendance

- Members, Skate Park Safety Officer, and the Clerk and / or Deputy Clerk.

### Meetings

- At least twice per annum, and as required,
- The Proper officer will 'call' the meeting and summon members to attend in accordance with standing orders,
- Public Notices of the meeting shall be given in accordance with the Council's Standing Orders.

### Public Attendance

- Public attendance is not prohibited.

### Minutes and Resolutions

- Minutes of all meetings will be recorded by the Clerk (or delegated) and circulated to all members of the committee and to all Full Council members,
- All resolutions and recommendations made to Full Council shall be recorded in the minutes of the appropriate meeting.

### Delegated Powers

- None, insofar as all matters subject to final resolution by full council, other than the clerks delegated powers for repair up to £1,000.

Stuart Rainsbury, Town Clerk  
Norton on Derwent Town Council

### **Norton on Derwent Town Council**

#### **Terms of Reference – Skate Park Safety Officer – May 2022.**

#### **Requirement**

In accordance with the lease terms, appointment of Skate Park Safety Officer.

#### **Reporting to**

The Clerk, Norton on Derwent Town Council and the Leader of the Skate Park Working Party. The clerk will initiate any action required by the groundsman and / or the authorised repairer.

#### **Purpose**

Inspections – To inspect the skate park equipment, ancillary items and environment.

Governance Standard – Health and Safety at Work Act 1974

Skate Park Standard - British Standard BS EN 14794 2019

Advisory – To advise of any change in legislation that the Skate Park Safety Officer may be made aware of. To advise of any change in circumstances that the Skate Park Safety Officer may be made aware of.

#### **Frequency of site visits**

Weekly Visual Inspection – Use form ‘Norton Skate Park Inspection Report’

Quarterly Inspection

#### **Scope of Inspection**

Ramps – Ride Surfaces and;

Tarmac – Ride Circulation Surfaces.

Cladding,

Frames where visible,

Litter,

Grounds, Trees, Grassed Areas.

Fencing and Boundary Wall.

#### **Actions**

Reported into the Clerk. Use form ‘Norton Skate Park Action Form’

Next review May 2025.