

## **WESTON ON THE GREEN PARISH COUNCIL**

### **TERMS OF REFERENCE: WORKS SUB-GROUP**



The overarching objective of this sub-group is to manage the maintenance of the village and the Parish assets so that Weston on the Green looks like a thriving, well-kept village.

#### **MEMBERSHIP**

- This sub-group is managed by two lead Councillors. It works with the Clerk and marshals a team of volunteers as appropriate to the works tasks in hand.
- The lead/s of the sub-group will be agreed at the annual Parish Council meeting.
- All members shall comply with the Code of Conduct and Council's Standing Orders.

#### **QUORUM**

- A quorum will be one member of the Works sub-group in conjunction with the Clerk.

#### **MEETINGS**

- The sub-group shall meet as and when required, but generally when maintenance issues require discussion and agreement on spending Works budget.

#### **POWERS**

- The sub-group will discuss and carry out key maintenance tasks associated with the village. It will provide reports and recommendations to the full Council for agreement, as necessary.

#### **ROLE: IN SCOPE**

- To manage a seasonal schedule of maintenance for the Village.
- To develop a budget to meet the needs of the maintenance work required across the village and share with the Clerk as requested.
- To assess where best to deploy volunteer resources and where using paid contractors is required.
- To undertake the monthly inspection of the playground.
- To liaise with the Parish Clerk on any maintenance issues raised by concerned members of the village.
- To oversee the work of the litter picking team.

- To report findings to the Parish Council and recommend actions.
- To scope, cost and undertake specific improvement projects as agreed by the full Council.
- To report to the Clerk any new risks that should be noted on the Council's risk register and/or factored into the Council's insurance.
- To report to the full Council that it has met.

#### **ROLE: OUT OF SCOPE**

- To deal with any maintenance of traffic signs.

#### **STAKEHOLDERS**

- Businesses in the village

#### **REPORTING**

- To provide a monthly report to the Parish Council covering playground maintenance.

#### **COMMUNICATIONS**

- To communicate with the village on maintenance progress through the Village News as appropriate.