

TERMS of REFERENCE: Parish Maintenance Working Party

- PURPOSE:** To set out the responsibilities, restrictions and limitations of operation of the Melbourn Parish Council Maintenance Working Party
- SCOPE:** This document covers all those activities related to the planning and execution of **maintenance**, with respect to assets (other than buildings) owned by and external landscapes encompassed within the responsibility of the Melbourn Parish Council
- DEFINITIONS:** **Parish Council Maintenance Working Party** – ‘Working Party’
Melbourn Parish Council – ‘the Council’
Melbourn Parish Councillors – ‘Councillors’
Clerk to Melbourn Parish Council – ‘the Clerk’
Planned Maintenance – work done in accordance with a planned timeline
Unplanned Maintenance – work done in response to unforeseen events

1. Membership & Controls

- 1.1 The Working Party will consist of a minimum of three and a maximum of six Councillors and up to five members of the public, this latter group to include employees of and service providers/contractors to the council, should they wish to serve.
- 1.2 The Clerk will advertise as needed for members of the public to join the Working Party.
- 1.3 The Working Party will elect a chair and vice chair from among its members. In the absence of the chair or vice chair at a meeting the Working Party will elect any member to act as chair for that meeting.
- 1.4 The Working Party will need a minimum of three Working Party members in attendance in order to be deemed quorate, and in such circumstances at least two must be Councillors.
- 1.5 The Working Party may invite non-members to attend meetings.
- 1.6 The Council may dissolve the Working Party in favour of an alternative organisational structure following an assessment of effectiveness at the Annual General Meeting.
- 1.7 The Council shall formally review the continued need for the Working Party annually at the Annual Parish Council Meeting.
- 1.8 The Working Party will not have powers of spend, but may make recommendations for approval to spend at Council meetings when required.

2. Reporting

- 2.1 Meetings will not be recorded and will not be public.
- 2.2 A report from the Working Party will be available monthly to Council. A copy of the Meeting Notes will, after approval, be published on the Parish Council website.
- 2.3 An annual summary report shall be given covering the previous year's activities to the Annual General Meeting

3. Terms of reference

- 3.1 To engage the public and encourage them to become involved in the reporting of maintenance needs and providing practical assistance through structured volunteering.
- 3.2 To oversee and manage planned and unplanned maintenance covering the following categories: -
 - The Growing Natural Environment that is in the responsibility of the Council (cemeteries, open spaces, playing fields, verges and hedges etc.)
 - Constructions and assets in the open environment (Play Areas and Play Equipment, Fences, Footpaths Benches, Signage etc.)
 - General Litter management and village appearance
 - Allotments
 - Drains and Drainage
 - Highways
- 3.3 To develop and maintain a schedule of maintenance tasks that allow proper forward assessment of the financial and other resources required by the Council to properly deliver services. This will require the Working Party to : -
 - Confirm the Assets requiring maintenance or eventual replacement
 - Agree the frequency of inspection/assessment of condition
 - List the routine maintenance tasks, taking account of seasonal influences and judging where efficiency gains can be made
 - Create a master maintenance schedule
 - Assist with the costing and forward budgeting of the maintenance tasks identified
 - Recommend the provision of material or people resources required to match planned maintenance

- 3.4 To assist with the management of maintenance resources, through actively contributing to: -
- Assistance with contract setting and advice on management of on-going contract work
 - Assistance with recruitment, training and use of volunteers
 - Assisting the Clerk with allocation and scheduling of work done by the Village Wardens
 - Budgeting and Precept-setting for planned and unplanned maintenance
- 3.5 To develop new projects and activities that benefit the wider village environment, such as: -
- Tree, shrub and flower planting schemes
 - Cemeteries forward planning
 - Provision of better infrastructure (signage/seating/footpaths/disability access/drop kerbs etc.)
 - Development of play and other facilities for young people.

And bring these to the Council for consideration and approval

- 3.6 To assist the Council compliance with guidelines and regulations, including: -
- Advise on Health and Safety issues, for example when new equipment or activities are involved, including any resulting employee training
 - Recommendations affecting Council public liability and other insurance
 - Cemetery and burial rules and regulations
 - Compliance with safety and maintenance regulations as these apply to Play areas and Play equipment
 - Planning
 - Compliance with specific agreements on the management of Council assets, such as New Road Cemetery and Stockbridge Meadows
 - Assist with the development and setting of a general contract framework

Document Approval:



(Chair to Melbourn

Parish Council)

Date of Parish Council Meeting: 24 July 2017

Review Policy: Annual