**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 one lead Councillor who works with the Chair and Clerk and marshals a team of volunteers as appropriate for the works tasks in hand.
* The lead 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 proposed Works budget expenditure.

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 issues outside of the parish which may affect the area.

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.