WESTON-ON-THE-GREEN PARISH COUNCIL WORKS SUB GROUP

**TERMS OF REFERENCE**

* The overarching objective of this Sub Group is to manage the maintenance of the village and the Parish assets so that the Weston on the Green looks like a thriving, well kept village

**MEMBERSHIP**

* This sub group is managed by a Lead, Robin Stafford Allen. It works with the Clerk, and marshals a team of volunteers as appropriate to the works tasks in hand.
* Following an Election the Lead of the Sub Group will be agreed at a Parish Council meeting
* All members shall comply with the Code of Conduct and Council’s Standing

Orders

QUORUM

* A quorum will be 1 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 develop and run the Weston Veggies to provide allotments for children in the village
* 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
* To deal with maintenance of any privately owned land

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
* To communicate with the village on provision of the children’s allotments and encourage use from across the village via Facebook