

**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