



Lyneham and Bradenstoke Parish Council

Terms of Reference for Working Groups

Adopted by Lyneham and Bradenstoke Parish Council

On

Xx xxxxxxxx 2020

To be reviewed annually

or

On Change of Function of a Working Group



Introduction

To enable the Parish Council to deliver its services to its electorate and the local community, a number of working groups of councillors has been established, each with terms of reference which show the group's scope of responsibility and method of working.

Unlike committees of the Council which have authority to make decisions on behalf of the Council within their areas of responsibility, working groups may only implement resolutions made by the Council and make recommendations for decision by the Council.

Each working group must have two or more members who are councillors, one of whom is to be nominated as the group's lead councillor who has responsibility for ensuring that the group's activities conform to its terms of reference, periodically reporting to the Council on progress of the group's activities and bringing to the Council details of any issues requiring resolutions of the Council.

Each working group may have co-opted members of the public (who have no voting or other legal rights) onto the working group. This is especially important where the person may hold skills or knowledge that will enhance the function of the working group.

Among the issues which a working group may bring to the Council are recommendations for amending the scope of their responsibility, altering their method of working, ceasing to function as a working group or establishing a new group. Such recommendations are to be reviewed and approved by the Administration and Employment Committee which will be responsible for bringing the approved recommendations to the Council.

Conditions attached to methods of working for all working groups are:

1. Informal meetings of Working Groups can be held at which recommendations can be formulated for consideration by the Council at their next Full Parish Council meeting.

Terms of Reference for Working Groups

2. Reports made to meetings of the Council by lead councillors of working groups may be made in writing or may be delivered verbally and in either case may be summarised in the minutes of the Council meeting or attached to the minutes.
3. Recommendations from working groups for consideration for resolution by the Council must be made in writing for consideration at a Council meeting if delivered to the Clerk seven days in advance of that meeting.
4. Volunteers who are not members of the Council may be invited to join working groups in their activities subject to agreeing to abide by the principles underpinning the Council's Code of Conduct and agreeing to indemnify the Council against liability for personal risks involved in such activities.



Specific Group Terms of Reference for Working Groups

a. Allotments Working Group

- This working group is only open to councillors due to legal requirements, though suitably experienced/qualified members of the public may be co-opted to provide suitable advice.
- Review annually or when requested by the Parish Council the provisions of the tenancy agreement, annual rents and conditions for allotment tenants in accordance with current legislation.
- Support the Clerk in managing the allocation of allotments when they become available considering the principle that allocation of available plots is to be on a first come first served basis.
- Carry out inspections of plots at least twice yearly, reporting any breaches of the tenancy agreement to the Clerk so that written notices of any such breaches are sent to tenants specifying the date by which the breach is to be rectified.
- Carry out follow up inspections of plots which have been subject to written notice of breach of the tenancy agreement.
- Liaise with allotment tenants and their committee, if any, to discuss any concerns and put forward suggestions for consideration for improvements to the Parish Council.
- Consider applications from tenants and make decisions regarding erection of small sheds, greenhouses and poly tunnels in accordance with tenancy agreements.
- At least annually, review the waiting list, if any, removing applicants no longer interested.
- If required, seek additional land for provision of allotments within the Parish.

b. Open Spaces Working Group

- Membership to be made up of a minimum of three Councillors.
- Establish and maintain a definitive map of all the open spaces in the parish, recording the ownership of each and those responsible for maintaining each site and its boundaries.

Terms of Reference for Working Groups

- Monitor maintenance of the open spaces, other than allotments, owned by the Parish Council or for whose maintenance the Parish Council has any measure of responsibility.
- Support the Clerk in managing contracts for maintenance of Parish Council owned open spaces, their boundaries and installed equipment.
- Establish and maintain regular liaison with those organisations responsible for maintaining open spaces in the parish for which the Parish Council does not have responsibility.
- Research and provide answers for any questions put by residents about the ownership or maintenance of open spaces in the parish.
- Use methods approved by the Parish Council to communicate with residents about issues of ownership or maintenance of open spaces in the parish.

c. Play Areas Working Group

- This working group is only open to councillors due to insurance requirements.
- To carry out informal inspections of all the Play Areas within the Parish that the Parish has responsibility for on a two-weekly basis.
- To undertake any necessary training to ensure that members of the Working Group are compliant with the law.
- To record all inspections and submit them to the Parish Clerk for safe keeping.
- Inform the Parish Clerk of issues regarding
 - Repairs required
 - Cleanliness of the Play Areas
 - Perceived risks that may become apparent
 - Any Health and Safety issues that may become apparent
- To report to the Parish Council each month any issues identified.
- To follow up on any repairs that are required and to ensure that all repairs are carried out satisfactorily and that they comply with law.
- To ensure compliance with any recommendation made by RoSPA, within the timeframes given by RoSPA.



d. Defibrillator Inspections Working Group

- This working group is only open to councillors due to insurance requirements.
- To carry out inspection on all Defibrillator Units in accordance with best practice.
- To record all inspection on the Community Heartbeat Foundation Webnos system.
- Not to divulge access details (including any username or passwords) to the Community Heartbeat Foundation Webnos system to any person who does not need to know the details
- Not to divulge the combinations to any unit to any person who does not need to know the combination.
- To immediately report any defective units to both the Parish Clerk and the Chair of the Parish Council.
- To carry out any routine maintenance tasks as required and dependant on the type of Defibrillator make and model.

e. Flower Beds Working Group

- Membership to be made up of a minimum of three Councillors and will actively encourage members of the public to assist.
- To identify all areas of planting (Flower Beds, dedicated planted areas, raised beds, etc.) with the Parish.
- To prepare and maintain a plan of all the identified areas, and to make the plan available to members of the council and public as required.
- Prepare a Scheme of Planting to ensure, that where possible, that all the areas have suitable planting (flowers, shrubs, trees) that are appropriate to the areas.
- To present to the Parish Council a proposed Scheme of Planting to ensure that sufficient funding is in place to allow timely purchase of plants.
- To arrange for the necessary planting of the beds and other areas, which can include the recruitment of volunteer members of the parish to assist
- To report on the conditions of all planting areas, especially all raised

planters.

- To ensure that repairs and general maintenance (including the application of preservative stains) are carried out to a satisfactory standard and in a timely manner, which can include the recruitment of volunteer members of the parish to assist.
- To ensure that all areas are kept weed free and environmentally friendly and to ensure that this is carried out on a regular basis, to ensure that all the planting areas are kept in best condition, which can include the recruitment of volunteer members of the parish to assist.
- If required, identify additional areas for provision of planting areas (Flower Beds, dedicated planted areas, raised beds, etc.) within the Parish.

f. Highways and Maintenance Working Group

- Membership to be made up of a minimum of three Councillors.
- Establish and maintain liaison with those organisations responsible for maintaining the highways, rights of way, bus shelters, lighting, refuse collection within the parish for which the Parish Council does not have responsibility.
- Research costs and safety concerns for highway improvement projects potentially to be submitted to the Community Area Transport Group (CATG), bringing any proposals to the Parish Council for approval.
- Monitor progress of any issues referred from the Parish to the CATG, monitoring any changes to the circumstances of such issues so that priorities can be amended as appropriate.
- Report to the Lyneham and Neighbouring Parishes Forum factors arising from traffic use of the major routes through the Parish, for discussion with neighbouring parishes affected.

g. Emergency Planning Working Group

- Membership to be made up of a minimum of three Councillors and will actively encourage members of the public to assist.
- Using recommended templates, formulate an emergency plan for all

areas of the Parish and keep the plan current by regularly reviewing the accuracy of the details recorded.

- Invite interested individuals and representatives of significant stakeholders to contribute to proceedings of the Working Group as regular members or as occasional advisers.
- In conjunction with the Communications Working Group, formulate and implement realistic plans for publishing and updating the emergency plan to inform and reassure residents.
- Ensure community awareness sessions are booked and promoted throughout the Parish after initial installation of defibrillators and when required subsequently.
- Carry out weekly checks on installed defibrillators to ensure the battery packs are kept charged and that expiry dates on equipment items are monitored.
- Ensure that defibrillator units are restocked after use and on expiry of guaranteed life of equipment items.

e. Young People and Families Working Group

- Membership to be made up of a minimum of three Councillors and is also open to suitable experience and/or qualified members of the public.
- Engage with those individuals and organisations, statutory and voluntary, working with young people and families in the Parish.
- In conjunction with the Communications Working Group and taking into account current safeguarding best practice, formulate and implement realistic means of consulting with young people and families in the Parish about their needs and aspirations.
- In conjunction with the Open Spaces Working Group, research costs and safety concerns for potential outdoor activity improvement projects to enhance the quality of life of young people and families in the Parish.
- In partnership with other organisations or in isolation, formulate and propose to the Parish Council outline plans for projects to enhance the quality of life of young people and families in the Parish, working up detailed plans for approved projects.



f. Public Relations and Communications Working Group

- Membership to be made up of a minimum of three Councillors.
- Assist the Clerk in monitoring issues raised by electors at meetings of the Parish Council and in routine contacts in the community, jointly formulating plans to gather and disseminate information which may assist in resolving such issues.
- Consult with the Clerk on any questions arising from Freedom of Information requests, Data Protection or application of the Parish Council's Communication Protocol or Publications Scheme.
- Assist the Chairman in formulating responses to complaints against the Parish Council which are not made against an individual member or an employee.
- Edit and produce a Parish Magazine three times a year: Spring, Summer and Winter editions, arranging delivery to all households in the Parish.
- Promote advertising space for the Parish Magazine.
- Establish and maintain regular liaison with local businesses, community groups and establishments to promote and make good use of the communication methods available: parish web site, parish magazine and notice boards.
- When asked, assist the lead councillors of other Working Groups with their communications with electors and outside bodies.

g. Policy

- Membership to be made up of The Clerk and minimum of three Councillors, and the lead will be taken by a councillor.
- To facilitate the Clerk by reviewing;
 - the adopted policies and reporting back to the Council any recommendations for changes.
 - policy requirements and recommending new policies.
- Ensure the Council is compliant with all its policy requirements.
- To bring to the Councils attention any change in legislation that may affect the operation of the council.
- To prepare and maintain a full list of adopted policies with an agreed review date.
- To consider and draft new policies, where required.

Terms of Reference for Working Groups

- To review existing adopted policies.
- To assist the clerk in arranging any training that a councillor or member of staff are required to undertake in any policy
- To audit the public available documents to ensure that the current versions are available on a quarterly basis. This includes the documents on the Parish website and in the various files held in Lyneham library and those documents held or issued to councillors and employees.