

Maintenance Working Party - TERMS of REFERENCE

- PURPOSE:** To set out the responsibilities, restrictions and limitations of operation of the Stradbroke Parish Council's 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 Stradbroke Parish Council.
- DEFINITIONS:**
- Maintenance Working Party** – 'Working Party'
 - Stradbroke Parish Council** – 'the Council'
 - Stradbroke Parish Councillors** – 'Councillors'
 - Clerk to Stradbroke 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 two Councillors and 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 Council will appoint a chair from among the council members at the annual general meeting of the Parish Council. In the absence of the chair at a meeting the Working Party will elect any member to act as chair for that meeting.
- 1.3 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.
- 1.4 The Working Party may invite non-members to attend meetings.
- 1.5 The Council may dissolve the Working Party in favour of an alternative organisational structure following an assessment of effectiveness at the annual general meeting of the Parish Council.
- 1.6 The Council shall formally review the continued need for the Working Party annually at the annual general meeting of the Parish Council.
- 1.7 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. After approval, a copy of the Meeting Notes will 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 of the Parish Council.

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
- 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.
 - Recommend the provision of material or people resources required to match planned maintenance.
 - All works should be authorised by the Council.
 - Emergency repairs must be authorised by the Clerk and reported back to the next Council meeting.
- 3.4 To assist with the management of maintenance resources, through actively contributing by recruiting, training and use of volunteers.
- 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.)
 - Suggestions for the improvement 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.
 - Recommendations affecting Council public liability and other insurance.
 - Compliance with safety and maintenance regulations as these apply to Play areas and Play equipment.