

Trull Parish Council

Open Spaces Working Group – Terms of Reference

Time:

- The Working Group shall be constituted for an initial period of two years.
- The initial period may be extended for an additional period which must be defined by the Parish Council in a full council meeting.

Composition:

- The Working Group may comprise community residents.
- At least one member of the Working Group must be a Parish Councillor with first aid training.

Powers:

- The Working Group has no decision making capabilities.
- The Working Group may only act under the direction of the Parish Council.
- The Working Group has no requirement to publish an agenda.
- The Working Group has no requirement to keep minutes.
- There is no requirement for the Clerk to attend the Working Group.
- The Working Group can independently raise funds and sponsorship to be spent by the Parish Council.
- All members of the Working Group must be familiar with its Terms of Reference.

Expenses:

- The Working Group has no budget but reasonable incidental expenses incurred in the course of the Working Group's work will be reimbursed, subject to approval by the Parish Council.

Data:

- All information collected is to be available to the Parish Council.

Remit:

- The Working Group exists to maintain and enhance open spaces owned by the Parish Council.
- The Working Group can maintain other open spaces in the Parish with the written permission of the relevant authority or landowner, and agreement of the Parish Council.

Reporting:

- The Working Group will submit a short monthly report to the Parish Council.
- The Working Group may produce written proposals which could meet the needs of various community groups. These proposals must detail...

1. What is involved,
2. An assessment of risk,
3. The timescale of the proposals,
4. How the project may be terminated,
5. Who will be involved and how the project will be managed,
6. If full or partial funding is required,
7. What other funding is being sought,
8. How the community will benefit,
9. What sections of the community will benefit e.g. children, teenagers etc.,
10. If funding is provided, conditions regarding regular reporting from the Working Group will be required.

Approved by **Trull Parish Council** at a full council meeting on **24/04/2017**