



Green Spaces Working Party Terms of Reference

1. Introduction

The Green Spaces Working Party ('the Working Party') is an informal group of volunteers which maintains and enhances the green spaces in and around the parish of Little Horwood, in accordance with good environmental practices.

2. Membership

The Working Party is led by the Chairman of the Parish Council who will direct the work to be undertaken. In his absence another member of the Parish Council will take responsibility for the activities on the day.. Members must be aged 18 and above.

Volunteers joining the Working Party must read and adhere to its terms of reference and the Parish Council's Safeguarding Policy.

3. Purpose and scope

Normal maintenance work and minor improvements to be undertaken by the Working Party will be discussed and agreed by the members with a view to reaching consensus. More major works and items requiring expenditure of Parish Council funds must first be agreed by the Parish Council.

The Working Party shall:

- Develop and implement plans for enhancing sites identified as being worthy of improvement for the benefit of the parish and/or the natural environment, such plans be approved by the Council;
- Identify new green spaces with potential for enhancement;
- Carry out maintenance work on Parish Council owned land;
- Prepare and follow risk assessments and ensure the appropriate health and safety measures are taken;
- Advise the Council on any matter relating to the management of green spaces in the parish of Little Horwood;

4. Work Sessions

The Working Party may organise any number of work sessions in line with the purpose and scope of the Group, such session be covered by the Council's Public Liability Insurance. A risk assessment shall be completed by a member of the Working Party for each work session.

Normally working parties will comprise a minimum of 3 people.

For insurance purposes, the leader shall take a register of those attending each session and ensure that each member is familiar with and understands the risk assessment for the task/tasks being undertaken..

All parents/guardians of young people aged 14-17 who wish to take part in any work sessions will be required to complete the Parent Consent form. Consent will be required to be updated each year and retained by the Leader of the Working Party for a maximum of twelve months.

5. Powers

The Working Party cannot make decisions or speak on behalf of the Parish Council. Any recommendations made by the Group will be subject to approval by the Council or by delegated authority to the Clerk.

6. Reporting

The Clerk will update the Council through the reporting of delegated authority used. The Chair will report on activities of the working party at each Parish Council meeting. Any accidents or near misses shall be reported to the Parish Council.

7. Life of the Green Spaces Group

The Working Party shall continue until deemed unnecessary by the Council or until such time as its members determine.

8. Review

The terms of reference will be reviewed annually.