

STOKE ST MICHAEL PARISH COUNCIL
Lychgate and Millennium Green Working Party
Terms of Reference

These Terms of Reference were adopted by Full Council at its meeting held on: -
26th August 2021

Purpose: To set out the responsibilities, restrictions and limitation of operation of the Stoke St Michael Lychgate and Millennium Green Working Party.

Definitions:

Stoke St Michael Lychgate and Millennium Green Working Party – ‘Working Party

Stoke St Michael Parish Council – ‘the Council’

Stoke St Michael Parish Councillors – ‘Councillors’

Clerk to Stoke St Michael Parish Council – ‘the Clerk’

Planned Maintenance – work done in accordance with a planned timeline

Unplanned Maintenance – work done in response to unforeseen events

Membership and Controls

1. The number of Councillors on the Working Party to be decided on at time of the Working Party appointment
2. The Clerk will advertise as needed for members of the public to join the Working Party.
3. The Working Party will elect a Chair and Vice Chair from among its members. In the absence of the Chair or Vice Chair at a meeting the Working Party will elect any member to act as Chair for that meeting.
4. The Working Party will need a minimum of 3 Working Party members in attendance in order to be deemed quorate, and in such circumstances at least 1 must be Councillors.
5. The Working Party may invite non-members to attend meetings
6. The Council shall formally review the continued need for the Working Party annually at the Annual Parish Council Meeting.
7. The Working Party will not have powers of spend, but may make recommendations for approval to spend at Council meetings when required.

Reporting

1. Meetings will not be recorded and will not be public
2. A progress report from the Working Party will be delivered to each full Council meeting.
3. An annual summary report covering the previous year’s activities shall be delivered to the Annual Parish Meeting.

4. The Working Party will meet at least quarterly but may meet more frequently e.g., monthly if this is deemed necessary by the Working Party of the Council

Terms of Reference

1. To oversee the condition of the lychgate and millennium green, and to ensure its continuation as an asset to the community.
2. To engage the public and encourage them to become involved in the way the millennium green is used, and also to report maintenance needs and provide practical assistance through structured volunteering.
3. To oversee and manage planned and unplanned maintenance
4. To develop new projects and activities on the millennium green that benefit the wider village environment such as: -
 - Tree, shrub and flower planting schemes
 - Development of play and other facilities for residents
5. To assist the Council's compliance with guidelines and regulations including: -
 - Advice on Health and Safety Issues, for example when new equipment or activities are involved
 - Recommendations affecting the Council's public liability and other insurance
 - Compliance with safety and maintenance regulations as these apply to Play areas and Play equipment
6. To identify any possible grants that may be available for further work and to draft grant applications, which would be passed to the Council for approval prior submission.
7. To organise any further fundraising for the projects identified
8. To examine options and make recommendations to the Council
9. To create a social media presence in order to promote the Working Party and its activities.