

EXMINSTER PARISH COUNCIL
GREEN SPACES WORKING PARTY
TERMS OF REFERENCE

1. Introduction

The Green Spaces Working Party ('the Working Party') is a Working Party of Exminster Parish Council ('the Council'). The aim of the Working Party is to enhance the green spaces in and around the village of Exminster in accordance with good environmental practices.

2. Membership

The Working Party shall consist of at least one member of the Council ('Council Member') and at least four members of the Community ('Community Members'). The Chairman and the Vice Chairman of the Council shall be ex officio members. Members shall be appointed by resolution of the Council. Membership shall be reviewed annually at the Annual Council Meeting, to include the appointment of a Lead Councillor. Members must be aged 18 years and above.

On being nominated to the Working Party, all members must read and adhere to its Terms of Reference and the Parish Councils Safeguarding Policy

The Working Party may also recruit any number of Volunteers who may attend meetings, participate in organised activities and contribute ideas, but who will have no voting rights

A Leader of the Working Party shall be chosen by the Working Party members at its first meeting following the Annual Council Meeting. The Leader may be a Councillor or a Community Member.

The Leader will be the main point of contact for the Group and will convene and chair meetings.

3. Voting/Decision Making

On matters requiring a decision, the Group will discuss matters with a view to reaching consensus. If this cannot be achieved, the Leader shall decide if the matter should go to a vote or the differing views recorded in writing and communicated to the Parish Council. Each Member of the Working Party has one vote. In the case of equality of votes, the Leader of the meeting has the casting vote whether or not he or she gave an original vote.

4. Meetings

Meetings will be held on an ad-hoc basis, as required. There is no requirement for meetings to be clerked, although notes will be taken and distributed by email to the Members, Volunteers and to the Parish Clerk.

Working Party meetings are not required to be held in public.

5. Quorum

The quorum shall be four members of the Working Party provided at least one of them is a member of the Council. If the appointed Council Member of the Working Party is unable to attend a meeting, then a substitute Parish Councillor can be asked to attend on their behalf. A minimum of 7 days' notice is required when calling any meeting. If the number of Members present falls

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below the required quorum, the meeting shall be adjourned, and business not transacted until the next meeting or on such other day as the Leader may fix.

6. Purpose and scope

To consider matters associated with the enhancement of green spaces in the village of Exminster for the benefit of both residents and the natural environment.

Such green spaces shall not be limited to land owned or leased by the Council but may, by permission of the landowner, include any open space within the village of Exminster.

The management of trees on land owned by the Council – other than those planted in the community orchard at Townfield – is out of scope as they are maintained by a contractor. The Group may make recommendations to the Council concerning trees from time to time.

The Victory Hall gardens and the planter at the north junction of the village are out of scope as they are maintained by a contractor.

7. Responsibilities

The Working Party shall be responsible for:

- Developing and implementing plans for enhancing sites identified as being worthy of improvement for the benefit of the village and/or the natural environment, such plans to be approved by the Council;
- Supporting the Council in developing a management plan for green spaces in the village;
- Identifying new green spaces with potential for enhancement;
- Liaising with outside agencies, such as the RSPB, Woodland Trust and other conservation groups;
- Coordinating the work of the members and volunteers, completing risk assessments and ensuring that appropriate health and safety measures are taken;
- Communicating with the general public through the Scene magazine and the Exminster Green Spaces and Parish Council Facebook pages and other channels;
- Advising the Council on any matter relating to the management of green spaces in the village of Exminster.
- Members should all adhere to the Parish Council's Staff, Employee and Role holder policy as displayed on the Council web site, particularly when communicating by email.
<https://www.exminsterparishcouncil.gov.uk/wp-content/uploads/sites/71/2020/07/ppp-2020-6-1-General-Privacy-Notice-for-Website-Approved.pdf>
- Members are to adhere to the Parish Council's Safeguarding Policy as displayed on the Council web site
<https://www.exminsterparishcouncil.gov.uk/wp-content/uploads/sites/71/2020/07/ppp-APPROVED-EPC-Safeguarding-Policy-.pdf>

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8. Work Sessions

The Working Party may organise any number of work sessions in line with the purpose and scope of the Group, such sessions to 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.

For insurance purposes, any person taking part in a work session must sign an attendance sheet giving their full name and telephone number and confirming that they have read and understood the risk assessment.

Completed risk assessments and sign-in sheets should be retained by the Leader for 6 months and then destroyed to comply with GDPR and as per the Council's Retention of Document Policy.

All parent/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 in January of each year and retained by the Leader of the Working Party for a maximum of 12 months.

9. Powers

Working Parties 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/Deputy Clerk.

The Working Party shall have an annual budget of £500, to be exercised through delegated authority to the Clerk/Deputy Clerk. Any additional expenditure should be agreed at a Full Council meeting.

In all cases, Financial Regulations will be applied.

10. Reporting

The Clerk/Deputy Clerk will update the Council through the reporting of delegated authority used.

The Working Party will keep residents informed of its activities by reporting at the Annual Parish Meeting and by providing updates at Council Meetings through the Lead Councillor from time to time.

11. 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.

12. Review

The Terms of Reference will be reviewed annually in June.