

WOODCOTE VILLAGE GREEN COMMITTEE

TERMS OF REFERENCE

TITLE.

The title of the group shall be, 'The Woodcote Village Green Committee' hereinafter called 'The Committee'.

1.AIMS & OBJECTIVES.

- To assist the Parish Council in the management of the Village Green (Recreation Ground) and the Folly Field.
- To assist in the improvement the Village Green & Folly Field as leisure amenities, to meet the needs of all villagers who wish to use it.
- To assist in maintaining the Village Green and Folly Field to a high standard.
- To advise the PC on the maintenance of the play equipment on the Village Green and Folly Field to assist in maintaining it to the highest possible standard.
- To assist the PC to develop appropriate solutions to the misuse of the Village Green and Folly Field.

2.OWNERSHIP

- The Village Green and Folly Field are owned by the Parish Council.
- All buildings and fixtures associated with these areas are (including play equipment, seats, store shed, storage area, fences, bus shelter, trees and War Memorial) are owned by the Parish Council.
- Other equipment used by sports clubs for maintenance or as playing accessories, stored on Parish Council property, is owned by the respective clubs.

3.COMMITTEE

The following shall be entitled to have ~~one~~representativeveon on the Committee

- The Parish Council (two members).
- Woodcote Cricket Club.
- Woodcote Football Club.
- Any properly constituted organisation committed to the improvement of the children's play areas.
- Junior Football and Cricket clubs if such exist.
- Other co-opted parties to a maximum of three.
- Members may be co-opted temporarily at the discretion of the Committee.

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### 4.COMMITTEE MANAGEMENT

- The Committee shall elect such officers as are deemed necessary, including Chairman, Secretary and Treasurer.
- Meetings shall be held at least four times a year, of which one shall be the AGM. Minutes shall be kept by the Committee.
- Quorum at a Committee meeting shall be at least one-third of the total membership of the Committee.

### 5.FINANCE

- The Treasurer shall be responsible for all financial matters related to the Committee.
- The Treasurer shall produce annual accounts for the AGM and give a report of the current financial position at each Committee meeting.
- There shall be a bank account in the name of the Committee. The Treasurer, Chairman and at least one other member shall be authorised to sign cheques on behalf of the Committee. All cheques must be signed by two authorised signatories.
- Online banking is permitted.
- The annual accounts shall be examined at least once a year by a voluntary appointee agreed at the AGM
- An examined statement of accounts shall be submitted at the AGM.

### 6.RELATIONSHIP WITH THE PARISH COUNCIL

- The Parish Council has ultimate responsibility for the Village Green and Folly Field.
- The Committee shall have delegated powers to make decisions relating to the Green and Folly Field ~~which are consistent with the 'Aims & Objectives' above,~~ as set out in the Annex to this document, without recourse to the Parish Council, provided that:
  - a. The PC has been informed of the intended project in advance.
  - b. The Committee has the necessary funds.
  - c. The Parish Council has not raised specific objections to the project.
- ~~One~~Two Parish Councillors shall be designated to sit as ~~a~~members of the Committee
- The Committee shall submit copies of minutes and make such reports to the Parish Council as shall be requested from time-to-time.

### 7. FUNDING

The Committee shall receive an annual grant from the Parish Council to assist in meeting their Aims & Objectives (*Item 1*).

- On request from the Parish Council, the Committee shall submit a budget for the ensuing year
- Donations and grants can be made by third parties directly to the Committee if the donation is made for a specific project on the Green /Folly Field .
- The Parish Council will be responsible for financing the maintenance of the children's play area and the play equipment on the Folly Field. This includes the maintenance and replacement of the 'wetpour' soft surfaces.
- For Projects or major repairs, outside the normal operating costs of the Village Green & Folly Field that require extra PC funding, the committee will submit a formal request to the PC for

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their approval and funding This would include full details and reasons ~~of~~ for the work to be undertaken, costs and programme for when works would be carried out. (Annex list)

### 8. MAINTENANCE MONITORING

- The Committee will oversee and monitor the following in Annex list  
Grass areas, including football and cricket pitches  
Seats  
Trees and Hedges  
Children's Play Equipment  
Fences  
Gates leading to the Green and Folly Field
- The Committee will ~~oversee and~~ monitor any contracts agreed by the Parish Council which relate to its Aims & Objectives. The responsibility for letting and managing contracts placed by the Parish Council rests with the Responsible Finance Officer of the Parish Council (currently the Parish Clerk). The committee, in liaison with the Parish Clerk, will be empowered to make direct contact with said contractors in pursuance of their Maintenance Monitoring responsibilities and may, if the PC Clerk is unavailable give direct instructions to the contractors providing they fall within the agreed terms of the contract. Any issues identified by the Committee shall be reported to the Parish Clerk or, in the absence of the Parish Clerk, the Chairman or Vice Chairman of the Parish Council.
- The views of the Committee in relation to contracts relating to the Green or Folly Field shall be considered shall be consulted about when the Parish Council set the terms of any contract ~~relating to the Green~~ and any proposed changes to those contracts.
- ~~The maintenance responsibilities of the Committee and the~~ Parish Council are set out in the attached annex. ~~has overall responsibility for~~
  - ~~The Bus Shelter~~
  - ~~The War Memorial~~
  - ~~Grass and hedge cutting contracts~~
  - ~~Tree maintenance contracts~~
  - ~~Waste disposal (litter bins) contracts~~

### 9. MANAGEMENT

The Committee will manage,

- The relationship with the Football and Cricket Clubs and ~~oversee and~~ monitor any formal agreements between the Clubs and the Parish Council.
- The use of the Green and Folly Field by other clubs and societies as requested from time-to-time.
- The store-shed and storage area for the benefit of organisations using the Green.

### 10. INSURANCE

- All necessary insurance for property or equipment shall be the responsibility of the owners (ie Parish Council, Football and Cricket Clubs).
- The Parish Council will maintain insurance, including public liability and personal accident for voluntary and part-paid workers in connection with the Village Green and Folly Field.

### 11. LIAISON WITH THE PARISH COUNCIL

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- The Committee's liaison with the Parish Council will be through submission of Minutes of their regular meetings and via its Parish Council representative<sup>s</sup>.
- ~~• Where possible PC Cllrs, wishing to raise an issue which falls within the remit of the VGC, should make initial contact with the PC Rep or PC Clerk. This issue will then be referred to the VGC for discussion and may subsequently be added to a PC agenda if necessary.~~
- Parish Councillors will have the opportunity to raise concerns about issues relating to the village green, Folly Field or the playground areas, either directly with the PC representatives on the Committee or at PC meetings when the minutes of VGC meetings are received.
- Notification to the PC of proposed projects that lie within the remit of the Committee shall be circulated by the PC representatives, in advance, with sufficient time for the Parish Council to respond.
- Requests for approval of proposed projects that lie outside the scope of the Committee shall be raised by the PC representatives requesting an agenda item to be added to the next PC meeting – a specific agenda item is required for the Parish Council to formally record approval.