

WOODCOTE VILLAGE GREEN COMMITTEE

1. TERMS OF REFERENCE FOR THE VILLAGE GREEN COMMITTEE

1.1. 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.

1.2. 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 of the Village Green & Folly Field as leisure amenities, to meet the needs of all villagers who wish to use them.
- 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.

1.3. RELATIONSHIP WITH THE PARISH COUNCIL

- Two Parish Councillors shall be designated to sit as 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.
- At the end of each year, the Committee shall submit the annual accounts and a budget for the following year with a proposed programme of improvements to be carried out within the remit of the Committee (see Roles and Responsibilities below).
- Subject to approval of the budget and acceptance of the accounts, the Village Green Committee shall receive an annual grant from the Parish Council.
- The Committee may seek donations from other organisations to support the work that lies within the remit of the Committee or to contribute to other projects approved by the Parish Council.
- 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.
- The Committee shall have delegated powers to carry out minor repairs and maintenance of the Village Green, Folly Field and the equipment and benches in those locations (see Roles and Responsibilities below), provided that:
 - a. The PC has been informed of the intended work in advance.
 - b. The Committee has the necessary funds.
 - c. The Parish Council has not raised specific objections to the project.
- Notification to the PC of proposed work that lies within the remit of the Committee (see Roles and Responsibilities below) shall be circulated by the PC representatives, in advance, with sufficient time for the Parish Council to respond.

- Requests for approval of proposed projects or requests for maintenance of equipment and facilities that lie outside the scope of the Committee (see Roles and Responsibilities below) 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. The proposal shall include:
 - full details of the proposed project/maintenance
 - reasons for the work to be undertaken
 - estimated costs and programme for when works could be carried out
- The responsibility for letting and managing contracts placed by the Parish Council rests with the **Clerk/Responsible Finance Officer** of the Parish Council. The Committee will monitor any contracts agreed by the Parish Council which relate to its Aims & Objectives and report any issues to the Parish Clerk or, in the absence of the Parish Clerk, the Chairman or Vice Chairman of the Parish Council. Members of the Village Green Committee will not have direct access to contractors employed by the Parish Council.
- The views of the Committee in relation to contracts relating to the Green or Folly Field shall be considered when the Parish Council set the terms of any contract and any proposed changes to those contracts.
- The Parish Council will have separate agreements covering the use of the Village Green by the Football and Cricket Clubs for fixtures and practice sessions, including ensuring that the clubs have adequate public liability insurance.

1.4. 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 shall maintain insurance, including public liability and personal accident for voluntary and part-paid workers in connection with the Village Green and Folly Field.

1.5. ROLES AND RESPONSIBILITIES

The Parish Council shall be responsible for:

- Maintenance and replacement of the playground equipment, fences & gates and soft surfaces.
- Cutting of the grass on the Village Green and Folly Field, excluding the cricket square.
- Maintenance of trees and hedges on and around the Village Green and Folly Field.
- Maintenance and upkeep of the War Memorial and bus shelter.
- Maintenance of the storage shed.
- Litter picking on and around the Village Green and Folly Field and emptying of litter bins owned by the Parish Council (other litter bins around the village are owned by SODC and emptied by SODC's contractors).
- The annual inspection of the playground equipment by ROSPA.
- Projects to provide new or upgrade existing facilities, equipment, fences or barriers on the Village Green or Folly Field.
- Granting permission for the holding of occasional events on the Village Green, eg parties, charity events, etc.
- Monitoring the treatment of grass surfaces on the Village Green and ensuring that adequate notification has been displayed.

Draft of Version 1 – to be reviewed in April 2022

The Village Green Committee shall be responsible for:

- Monitoring the use of the Village Green and Folly Field by residents and sports clubs and advising the Parish Council of any issues.
- Monitoring the use of the storage shed and other storage facilities and advising the Parish Council of any issues.
- Monitoring the grass cutting and advising the Parish Council of any issues.
- Carrying out minor repairs to grass surfaces, reseeding of grass areas, repairs to benches or picnic tables within the funding of the Committee.
- Installation of new benches, picnic tables or trees with prior approval from the Parish Council.
- Monthly inspection of the playground equipment and production of a report circulated to the Parish Council.
- Advising the Parish Council of any urgent repairs required to the playground equipment, fences, gates or soft surfaces.
- Monitoring the boundaries of the Village Green and Folly Field to prevent unauthorised access by vehicles and advising the Parish Council of any issues.
- Advising the Parish Council, on request, about the viability of holding events on the Village Green.
- Chemical or other treatment of the grass surfaces on the Village Green and Folly Field including liaison with WFC and WCC regarding any chemical or other treatment applied by the clubs to the Village Green, including the cricket square.
- Notifying the Parish Council of any proposed treatment and displaying adequate notices advising the public of the proposed treatment and date. When the treatment has been applied, displaying adequate notices to warn the public, using the Village Green or Folly Field, of the nature of the treatment for at least one week. This includes the cricket square, as dogs and children may access this area, despite the tape barrier.

Note: when the grass cutting contract is due for renewal, the PC will give consideration to extending the contract to cover general grounds maintenance, including re-seeding of grass, surface treatments, repairs to ground surfaces, etc. This may also include maintenance of fences, benches and tables.

If such a grounds maintenance contract is placed, it will have implications for the role and activities of the VGC and the level of funding of the VGC and will require these terms of reference to be amended.

2. CONSTITUTION OF THE VILLAGE GREEN COMMITTEE

2.1. TITLE

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

2.2. COMMITTEE MEMBERSHIP

The following shall be entitled to have representation on the Committee

- The Parish Council (two members).
- Woodcote Cricket Club.
- Woodcote Football Club.
- Any 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.

2.3. 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.
- An AGM date must be made public and publicised at least 4 weeks in advance of the date of the AGM to allow interested parties to attend.

2.4. 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.
- The Committee, when placing contracts for works by contractors shall achieve best value for money with public funds, obtaining more than one quotation when necessary.