

Draft dated 28 June 2021

ANNEX - to Terms of reference of the Woodcote Village Green Committee

PARISH COUNCIL	VILLAGE GREEN COMMITTEE
OWNERSHIP & MANAGEMENT	
Owners of the Village Green and Folly Field	Manage the VG and FF on behalf of the PC
Owners of all Play Equipment	Carry out regular checks of play Equipment
Owners of War Memorial and Bus Shelter	No responsibilities for these items
Owners of Garage & Storage Area	Monitor use of
FINANCE	
PC make an annual grant to the VGC for management and maintenance works	VGC agree an annual programme of work to maintain and improve the VG and FF within PC's grant budget
PC make direct payments for major repairs or special project pre-approved by the PC	VGC submit full details, with costs, for any major repairs or special projects for approval before any work is carried out.
PC make direct payment to Grass and Hedge/Tree contractors	
PC make direct payment for maintenance of the play equipment and soft surfaces in the play areas	
PC make direct payment for emptying of waste bins on VG and FF	
PC make direct payment for upkeep of the War Memorial and Bus Shelter	
ROLES & RESPONSIBILITIES	
Grass Contract. Discuss terms of contract with VGC annually and prior to renewal.	Advise PC on past areas of concern, monitor and advise PC on contractors' performance .
Hedges & Trees Contract. Discuss terms of contract with VGC annually and prior to renewal.	Advise PC on past areas of concern, monitor and advise PC on contractors' performance .
Bin Emptying	Monitor
Upkeep of Play Equipment and soft surfaces	Regularly inspect and issue a monthly report
Fences and gates	Regularly inspect and issue reports on any damage.
Seats	Install donated seats and maintain all seats
Security	Monitor all boundaries to prevent unauthorised person from driving on the VG/FF
SPORTS CLUBS AND OTHER FORMAL ACTIVITIES	
Agreements with WFC and WCC	VGC monitor use by clubs
Permission to use VGC and/or FF for major events	VGC give advice on viability
Permission to use Green for occasional small formal events – Parties, sports practices etc	Delegated to the VGC but will liaise with PC Clerk re TPL insurance
INSURANCE	
The PC will maintain insurance, including public liability and personal accident for voluntary and part-paid workers.	VGC will ensure that clubs and societies using the VG and FF have appropriate TPL insurance for their activities and equipment
LIAISON	
PC representative and PC Clerk are first line	VGC will issue a copy of their minutes of meetings to the PC. PC representative report to full PC