

Colmworth Parish Council

Colmworth Country Park Working Group

Terms of Reference

Time:

The Country Park Working Group shall be constituted for an indefinite period to be reviewed annually.

Composition:

The group shall be composed of residents. One Parish Councillor will be responsible for managing the group. Currently this is Tom Frew.

Powers:

The working group has no power to do the following without prior authorisation from the Parish Council:

- Commit the Parish Council to any action or spending
- Spend any Parish Council monies or spend with a view to reclaiming any monies with the exception of expenses detailed below.
- Plant trees or fell or cut back any mature trees
- Receive any donated assets or donations which specify the purchase of assets (items expected to last 6 months or more and which cost more than £50)

No individual Councillor can authorise any action or spending – authorisation must come from the Parish Council.

The working group has the power to:

- Raise funds and receive donations for the Country Park (excluding those to be used to purchase assets as explained above)
- Advise the Parish Council 'regarding the management of the park with due reference to the original objective: 'to provide an informal countryside/wildlife area accessible to the public which would retain a generally open landscape with developments designed to increase the enjoyment of the site, its countryside setting and its wildlife'
- Liaise with other Parish Councils, organisations and authorities

Expenses

The working party has no budget but a small amount of money (£141 in 2017/18) has been pre-authorised by the Parish Council for Tom Frew to purchase sundries such as wood preserver, dog bags, and other reasonable expenses for the Country Park. These will be reimbursed subject to approval at a Parish Council meeting. Expenses must be presented with a receipt to the Parish Council at the next meeting after the expenditure is incurred. Any spending over this amount is unauthorised. Prior approval must be sought from the Parish Council before any commitment is made to spend money in excess of this amount.

Remit and Reporting

The Country Park working group was established in 2007 subsequent to the Parish Council requesting volunteers. Their remit is to take responsibility for making recommendations to the Parish Council for the development and future management of the park. In addition to liaising with outside agencies, securing grant/lottery funding and advising the Parish Council regarding the management of the Park; the group, assisted by other volunteers, maintain and improve the Park on behalf of the Parish

The volunteers conduct tasks such as cutting vegetation; repairing and maintaining seating and the bird hide; planting & weeding; picking up litter, and emptying dog bins. They are managed by Councillor Tom Frew. A risk assessment is available for tasks carried out and Cllr Frew will ensure all volunteers are aware of the risk assessment.

Cllr Frew will submit reports regarding the Country Park and the activities of the Working Group to the Parish Council at least twice per year.

Any advice to spend money on a project or major maintenance in the Country Park shall be submitted with costings to the Parish Council before its budget setting meeting in October each year.

All volunteers are to be made aware of these terms of reference.

Approved and adopted at a meeting of Colmworth Parish Council on 5th July 2017

