

# Aston Clinton Parish Council

## Grounds Maintenance Working Group: Terms of Reference

### 1. Membership

- a. Membership shall comprise of at least three members of the Facilities Committee and shall be appointed annually by the Facilities Committee.
- b. Co-opted members may join the working group if authorised by the Facilities Committee.
- c. The quorum of the working group shall be at least three working group members of which at least two must be councillors.

### 2. Purpose

- a. To provide guidance and recommendations to the Facilities Committee on the arrangements for grounds maintenance and plant life within
  - i. Aston Clinton Park (incl boundary hedges, trees & fences, flower/shrub beds)
  - ii. the churchyard (including boundary hedges, trees & fences)
  - iii. devolved services verges
  - iv. public footpaths
  - v. area around the Molique Fountain
  - vi. area around War Memorial.

### 3. Areas of Responsibility

- a. To review the delivery of the Council's current arrangements for grounds maintenance, devolved services and gardening services and make recommendations for any additional required works or any changes to planned work.
- b. To provide guidance on the maintenance and management of trees.
- c. To ensure a tree safety inspection is conducted every 18 months and recommendations are acted upon.
- d. To make recommendations for new projects and activities such as, tree, shrub and flower planting schemes and bring these to the Facilities Committee for consideration.
- e. To secure funding, where possible.
- f. To gain quotations for work to be carried out.

### 4. Meetings & Reporting

- a. The Working Group will meet as necessary but should aim to meet at least three times a year.
- b. Meetings can be held face to face or remotely.
- c. A progress report will be made available at each Facilities Committee meeting.

### 5. Finance

- a. The Working Group does not have any powers to agree on spending or enter any binding contract on behalf of the Facilities Committee or Council.
- b. The Working Group must work within the budget set at the beginning of the year. Any increases in budget must be recommended to the Facilities Committee for consideration.