

## **Cluster Caretaker Committee**

### **Terms of Reference**

**Approved: By email on 22/08/2022**

**Minute Reference:**

**Review date: May 2023**

#### **Cluster Caretaker Committee**

Four (4) Councillors.

The Cluster is made up of Brabourne, Brook, Mersham and Smeeth.

Members will be appointed annually by each of the cluster councils at their Annual Meeting of the Parish Council in May.

- The Chairman of the Committee is to be elected annually by the Cluster Caretaker Committee at the first meeting after the Annual Council meeting of each of the Parish Councils in the Cluster and shall hold office until the next Annual Council meeting
- The quorum of the Committee is 3 voting members

#### **Role**

The Cluster Caretaker Committee has certain delegated powers to make decisions and spend, within its allocated budget, for all activities related to the delegated powers. The committee is responsible for suggesting tasks to the line manager of the Village Caretaker, collaborating with local partners to address maintenance concerns in the community and referring recommendations for protecting and enhancing green spaces to each of the full councils for consideration.

#### **Meetings**

Meetings of the Cluster Caretaker Committee will take place on an adhoc basis but one will coincide with the appraisal of the Village Caretaker.

Members will be summoned to attend meetings which will be held in a venue to be confirmed and Public Notice of the Meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972. The committee shall abide by the Standing Orders adopted by each of the Cluster Parish Councils.

The committee Chairman will preside at a meeting, or in their absence, the first item should be to appoint a member councillor to preside at the meeting as Chairman.

#### **Documentation**

Agendas will be prepared by the Clerk and published in accordance with the Cluster Parish Council's Standing Orders and Administration of Agendas and Minutes policy. The meeting will include a public forum that will last for 10 minutes.

Minutes of the meetings will be recorded by the Clerk to Smeeth Parish as the lead Council to the Cluster and ratified by the Cluster Caretaker Committee. The minutes will be circulated to full council for information and published on the website.

The committee will present all relevant financial documents to each of the Full Parish Councils for ratification.

## **Accountability**

The Cluster Caretaker Committee has delegated powers to act and make decisions on behalf of the full councils in relation to the defined terms of reference only; any matters outside the remit of Cluster Caretaker Committee's terms of reference shall be referred to the full council as recommendations for consideration.

## **Scope**

- The Clerk to Smeeth Parish Council (as the lead Council to the Cluster) will be the line manager for the Village Caretaker.
- The line manager has delegated powers to assign tasks to the Village Caretaker, in line with his/her capabilities and relevant risk assessments and permissions.
- The committee has delegated powers to approve expenditure under £500 for materials and equipment to enable the Village Caretaker to carry out assigned tasks, examples include:
  - Paint and Equipment
  - Cleaning Products and Equipment
  - Litter Pickers
  - PPE and Uniform
  - Repair and Maintenance Costs of Equipment
  - Strimmer Wire
  - Small Tools and Hardware
  - Petrol for Power Tools
- For purchases over £500, the committee will refer recommendations to each full council in the cluster for consideration.  
Examples include:
  - Power Tools
  - Storage Facilities
  - Transport Solutions
- The committee has delegated powers to approve all expenditure relating to the annual service and repairs of the caretakers' tools and equipment within the allocated budget.
- The committee has delegated powers to liaise with Ashford Borough Council, Kent County Council, Brook Museum, Smeeth School, Local Policing Teams and relevant organisations to request repairs, improvements and updates on matters of concern and maintenance in the villages.
- The committee has delegated powers to approve expenditure up to £500 relating to schemes to enhance the villages environments and their green spaces.
- The committee will review the Caretaker's Performance on an annual basis and undertake a joint appraisal.

## **Review**

The Cluster Caretaker Committee terms of reference are to be reviewed annually at the Annual meeting of the Councils.