

# Friends of Lilleshall Parish

## Terms of Reference

### **Purpose of the Friends of Lilleshall Parish (the working party)**

To work with both Telford and Wrekin Council (TWC) and Lilleshall Parish Council (LPC) to ensure that a site-specific programme of works is carried out by the “Friends of Lilleshall Parish” making sure that the programme of works takes notice of and adheres to any recommendation within the Lilleshall Hill LNR Management Plan January 2019 – January 2024, as produced by TWC and any other environmental or amenity enhancement projects as agreed by resolution of the Full Council of Lilleshall Parish Council.

To be conscious and aware of regulations and guidance relating to the tasks planned on site and how and when they should be carried out. For example, it is best practice not to coppice later than the end of March each year due to the trees beginning active growth from then onwards.

To plan a programme of works for the “Friends” group in advance in order to publicise these events locally and keep both TWC & LPC in the loop regarding the amount of man hours on site, the specific tasks undertaken and the dates these working parties will occur.

To work towards obtaining a full set of Risk Assessments relating to each task to be carried out by the “Friends” along with the appropriate training / information sheet to accompany these for continues training, education and improvement of all “Friends” relating to the tasks they undertake.

To actively seek to improve the biodiversity and habitats on the site, through the work carried out by the “Friends, under guidance and training from other local bodies such as TWC, Severn Gorge Countryside Trust, Shropshire Wildlife Trust, where applicable.

To offer a well-structured programme of works, and work party sessions in order to promote wellbeing through community participation and socialisation. The “Friends” group must come together in order to build comradeship, and the feeling of social purpose and achievement and respect.

To look into different ways of introducing Lilleshall Nature Reserve as a community benefit for wellbeing by targeting groups from within the area, with the aim to improve their knowledge of the site, frequencies of the site.

The working party is not a committee of the Council, and therefore cannot make decisions on behalf of the Council. Any decision to which the working party requires the Council to decide on, will need to go to Full Council as is normal practice.

The Parish Council should have at least one representative from the Council on the working party to enable the Council to be kept up to date with progress.

It is envisaged that any major decisions will be ratified through Council before being signed off / or agreed.

## **Meetings**

The working party shall meet no less than 4 times a year as a group and Lilleshall Parish Council shall facilitate and coordinate the meeting place arrangements for these meetings.

Notes shall be taken for every meeting of the working group by a Parish Council employee, these notes shall list general discussion and agreed actions and stored on file by Lilleshall Parish Council.

As previously referred to, any actions arising from these meetings may need ratification by the Parish Council before they can proceed, any Parish Council employee or Councillor present at those meetings shall make the meeting aware of this fact.

## **Finance**

The Parish Council are to receive and keep safe monies granted to this project.

Any expenditure or invoices to be settled by the working party from these grants will therefore need to go through the Parish Council.

## **Amendments to these terms of reference**

Any amendments to these terms of reference may be made at any time by a voted resolution by Lilleshall Parish Council or by written request by Telford & Wrekin Council.

These terms of reference were updated and adopted by Lilleshall Parish Council at its meeting held 7<sup>th</sup> September 2021.