

COLLINGHAM *Parish Council*

TERMS OF REFERENCE FOR:

ADOPTED 10 MAY 2018

SPEEDWATCH: to organise Speedwatch volunteers in accordance with the guidelines issued by Nottinghamshire Police. To set up systems for the use of the speed gun in line with health and safety on authorised sites, including the training of volunteers by fully insured members or by a PCSO. To keep records of the use of the Speed gun to satisfy the requirements of the guidelines.

Cllrs: Allen, Barrie, J&M Davies and Hatton

LIGHTING – Members report problems with street lighting to Nottinghamshire County Council by phone or on the website. These problems are usually reported by residents of the parish. Problems which are not resolved in a relatively short time are brought to the attention of the parish council at a full council meeting for further action.

All Councillors and Parish Clerk

FOOTPATHS AND COUNTRYSIDE: to monitor rights of way in the parish and report problems to Nottinghamshire Rights of Way Officer for this area. To liaise with local residents about the use of rights of way and their condition. In the first instance to request standard letters be sent, by the parish clerk, to householders where hedges are overhanging or obstructing rights of way

Cllrs: Fabian, Mackenzie & Parish Clerk

Burial Grounds: to monitor, and report upon, the condition of the Burial Ground, where necessary making costed suggestions for improvements, for the approval of the full parish council. Liaise with Parish Clerk regarding contract work for grounds maintenance, hedge and grass cutting.

Cllrs: Allen, M Davies & Fabian

FLAG AND FLAGPOLE: To fly the union flag at the agreed times and dates and the Nottinghamshire county flag or an alternative at other times. To report to the full council when, and if, problems arise.

J Guest & Parish Clerk, with support from Scouts/Guides

ARCHIVES: to maintain the archives of the parish council in the proscribed manner in conjunction with the Clerk, following current legislation and guidelines issued by NALC and Nottinghamshire Archives.

Parish Clerk

NOTICEBOARD MONITORING IN THE VILLAGE: to report on the condition of the notice boards and suggest improvements where necessary. To check regularly that out of date notices are removed and that priority is given to notices from residents of Collingham.

All Councillors

IF ANY OF THE ABOVE TERMS OF REFERENCE ARE CHANGED BY THEIR GROUP, THE NEW TERMS OF REFERENCE SHOULD BE IMMEDIATELY REPORTED TO THE PARISH CLERK