

## TERMS of REFERENCE: Parish Maintenance Committee

- PURPOSE:** To set out the responsibilities, restrictions and limitations of operation of the Melbourn Parish Council Maintenance Committee
- SCOPE:** With the exception noted below, this document covers all those activities related to the planning and execution of **maintenance**, with respect to assets owned by, and external landscapes encompassed within, the responsibility of Melbourn Parish Council. Maintenance activities related to the Community Hub are not within the scope of the Maintenance Committee.
- DEFINITIONS:**
- Parish Council Maintenance Committee** – ‘Committee’
  - Melbourn Parish Council** – ‘the Council’
  - Melbourn Parish Councillors** – ‘Councillors’
  - Clerk to Melbourn Parish Council** – ‘the Clerk’
  - Planned Maintenance** – work done in accordance with a planned timeline / budget
  - Unplanned Maintenance** – work done in response to unforeseen events

### 1. Membership & Controls

- 1.1 The Committee will consist of a minimum of three and a maximum of six Councillors and up to five members of the public, this latter group to include service providers/contractors to the council, should they wish to serve.
- 1.2 Non-Councillor members will not have voting rights.
- 1.3 The Clerk will advertise as needed for members of the public to join the Committee.
- 1.4 The Committee will elect a chair and vice chair from among its Councillor members. In the absence of the chair or vice chair at a meeting the Committee will elect any member to act as chair for that meeting.
- 1.5 The Committee will need a minimum of three Councillor members in attendance in order to be deemed quorate.
- 1.6 The Committee may invite non-members to attend meetings.

- 1.7 The Council may dissolve the Committee in favour of an alternative organisational structure following an assessment of effectiveness at the Annual Parish Council Meeting.
- 1.9 The Committee will have delegated authority to incur expenditure which has been approved by Full Council in the annual estimates, except where expenditure would exceed budget.
- 1.10 The Committee can only incur expenditure in certain cost codes, which will be delegated by Full Council, and minuted by the Maintenance Committee meeting.

## **2. Reporting**

- 2.1 Meetings will be recorded and will be public.
- 2.2 Minutes will be available monthly to Council. A draft of the minutes will be published on the Parish Council website.
- 2.3 An annual summary report shall be given covering the previous year's activities to the Annual Parish Council Meeting

## **3. Terms of reference**


- 3.1 To engage the public and encourage them to become involved in the reporting of maintenance needs and providing practical assistance through structured volunteering.
- 3.2 To oversee and manage planned and unplanned maintenance covering the following categories: -
  - The Growing Natural Environment that is in the responsibility of the Council (cemeteries, open spaces, playing fields, verges and hedges etc.)
  - Constructions and assets in the open environment (Play Areas and Play Equipment, Fences, Footpaths Benches, Signage etc.)
  - General litter management and village appearance
  - Allotments
  - Drains and drainage
  - Highways
  - Parish Council owned buildings with the exception of Melbourn Community Hub

- 3.3 To develop and maintain a schedule of maintenance tasks that allow proper forward assessment of the financial and other resources required by the Council to properly deliver services. This will require the Committee to : -
- Confirm the Assets requiring maintenance or eventual replacement
  - Agree the frequency of inspection/assessment of condition
  - List the routine maintenance tasks, taking account of seasonal influences and judging where efficiency gains can be made
  - Create a master maintenance schedule
  - Assist with the costing and forward budgeting of the maintenance tasks identified
  - Recommend the provision of material or people resources required to match planned maintenance
- 3.4 To assist with the management of maintenance resources, through actively contributing to: -
- Assistance with contract setting and advice on management of on-going contract work
  - Assistance with recruitment, training and use of volunteers
  - Assisting the Clerk with allocation and scheduling of work done by the Village Wardens
  - Budgeting and Precept-setting for planned and unplanned maintenance
- 3.5 To develop new projects and activities that benefit the wider village environment, such as: -
- Tree, shrub and flower planting schemes
  - Cemeteries forward planning
  - Provision of better infrastructure (signage/seating/footpaths/disability access/drop kerbs etc.)
  - Good management of and improvements to public open spaces
  - Development of play and other facilities for young people.

And bring these to the Council for consideration and approval

- 3.6 To assist the Council compliance with guidelines and regulations, including: -
- Advise on Health and Safety issues, for example when new equipment or activities are involved, including any resulting employee training
  - Recommendations affecting Council public liability and other insurance
  - Cemetery and burial rules and regulations
  - Compliance with safety and maintenance regulations as these apply to Play areas and Play equipment
  - Planning

- Compliance with specific agreements on the management of Council assets, such as Orchard Road and New Road Cemeteries and Stockbridge Meadows Nature Reserve
- Assist with the development and setting of a general contract framework



**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting: 19 May 2025**

*Review Policy: Every 12 months at the Annual Parish Council Meeting*