



**NETTLEHAM PARISH COUNCIL  
PROPERTY COMMITTEE  
BUILDINGS & CARPARKS WORKING GROUP  
TERMS OF REFERENCE**

**Lead Parish Councillor: Anthony Crook**

**1. Purpose**

The purpose of this working group is to ensure that the Parish Buildings and Car Parks listed below are regularly inspected and well maintained. The Working Group will also consider any alterations or improvements that might be required from time to time for these buildings and car parks to continue to be fit for purpose.

The Parish Council Buildings and Car Parks are:

- Old School and Car Park
- Mulsanne Park Pavilion and Car Park
- Mulsanne Park Tennis Toilets
- Parish Office and Car Park

It will do this by:

**Inspecting the Parish Buildings and Car Parks listed on an annual basis and identifying any maintenance required.**

**Producing an initial five year annual costed (approximate estimate) and prioritised maintenance plan (reviewed annually) for consideration by the Property Committee.**

**Identifying any improvement or 'capital' maintenance work to the Parish Buildings and Car Parks to meet user/maintenance/statutory requirements/obligations costed (approximate estimate) and prioritised for consideration by the Property Committee. Any subsequent expenditure agreed will be in line with Council Financial Regulations.**

**Ensuring all statutory obligations are met.**

**Advising on any issues raised relating to the condition and maintenance of the Parish Buildings and Car Parks**

**Making recommendations to the Property Committee for potential expenditure as/if required and to propose the financial budget each year.**

**2. Management**

The Working Group will be administered by the lead Parish Councillor.

The Working Group is responsible to Nettleham Parish Council Property Committee and by extension Nettleham Parish Council.

The Working Group's scope is defined and agreed in these Terms of Reference by the Property Committee which may vote, at any time, to modify the Working Group's scope.

### **3. Meetings and reporting**

The Working Group will meet as required. Meetings will be called at the discretion of the lead Parish Councillor.

The lead Parish Councillor will chair meetings of the Working Group. Notes of all meetings will be taken and subsequently reported to the Property Committee.

Progress reports, ad hoc actions and items for substantive debate will be brought to the Property Committee as necessary.

### **4. Membership of the Working Group**

At a minimum the Working Group will consist of the lead Parish Councillor and one other Parish Councillor. However, it is envisioned that Working Group may have a broader membership, including members of the public to represent all residents of the parish.

Additional members of the group – Nettleham Parish Councillors, Councillors from other authorities or members of the public – may be co-opted at the discretion of the Lead Councillor.

### **5. Subgroups**

Subgroups of this Working Group can be created if necessary. These are expected to be task and finish groups focused on specific topics.

### **6. Authority to spend**

A Working Group or Single Councillor cannot legally hold authority to incur expenditure however, where expenditure falls within the approved Council budget and the delegation limits contained within the Parish Council Financial Regulations the Clerk or Facilities Manager (as appropriate) in conjunction with the Lead Councillor may authorise expenditure and report retrospectively to the Parish Council. Any expenditure outside of the approved council budget must be agreed by Full Council.

### **7. Working Group Activities / Events**

Working Groups and their Members are only covered by the Council's Insurers if the activity being undertaken is at the **instruction of and under the supervision of the Parish Council**. With the exception of a sit down meeting of the Working Group, desk based written or research activities or a condition survey/inspection conducted on foot, at ground level, on land, Working Groups **must** submit the **Nettleham Parish Council Working Group Activity / Event Registration** (APPENDIX A of these Terms of Reference) to the Facilities Manager or Clerk in the Facilities Manager's absence a minimum of 7 days prior to the activity (14 days if a new Risk Assessment is required). The event or activity will then be approved, or not dependent on its suitability and the advice of the Council's Insurer and Health & Safety Consultants where required). Only if an activity or event has been signed off by an Officer of

the Council and a copy of the authorisation held on file by the Parish Council Office can it be deemed to be at the instruction of and under the supervision of the Parish Council

**Any member of a Working Group who undertakes any activity not approved by a Council Officer does so at their own risk and is not covered by The Council's Insurance Policy.**

**Adopted 4<sup>th</sup> June 2024 to be reviewed June 2025**

#### **APPENDIX A**



#### **Nettleham Parish Council Working Group Activity / Event Registration**

**To be registered with the Facilities Manager or Clerk in the Facilities Manager's absence a minimum of 7 days prior to the activity (14 days if a new Risk Assessment is required).**

#### **DETAILS:**

**Working Group:**

**Event/ Activity:**

**Location:**

**Date:**

**Lead Councillor name:**

**Please tick to indicate:**

**The Lead Councillor will be present**

**Another Councillor or Staff Member will be present**

**Please provide name:**

**If neither a Councillor nor a Staff Member will be present, please provide the name of the Volunteer who will be undertake the leadership responsibilities:**

#### **DETAILS OF ACTIVITY:**

**Please provide the details of all activity / tasks to take place:**

## **RISK ASSESSMENT:**

The Facilities Manager can provide advice on Risk Assessments.

The activity is covered by an existing Nettleham Parish Council Risk Assessment

Details:

A separate new risk assessment is required

(14 days' notice required)

## **EQUIPMENT:**

Please detail the required equipment for the activity:

All the equipment will be provided by the Parish Council and checked prior to the activity by the Facilities Manager

Non-Parish Council equipment will be used and the person with lead responsibility must perform a safety check on the equipment prior to use

## **LEAD RESPONSIBILITY:**

As the person with lead responsibility for this activity I confirm that I am responsible for:

- Collecting emergency contact details from all volunteers & destroying these in line with GDPR after the event/activity.
- Ensuring that a First Aid box is available. (This can be supplied by the Council Office)
- Recording the details of any accident / near miss that takes place during the event and providing these details to the Facilities Manager.
- Conducting a safety check of any equipment to be used that has not been safety checked by Council Staff.
- Conducting a brief onsite safety check for any hazards prior to work commencing and taking any appropriate action (advising volunteers / cancelling activity).
- Ensuring all participants are familiar with the authorised tasks /relevant risk assessment and highlighting that if volunteers perform tasks not authorised by this form or breach the relevant risk assessment they are not covered by the Council's insurance.
- Ensuring the welfare of all volunteers at the end of the activity session.
- Distribute required PPE (as per the Risk Assessment) to volunteers.

- Ensuring that there are always 2 or more volunteers in attendance but that attendance numbers do not exceed 499.

Name:

Signed:

**COUNCIL APPROVAL:**

Not approved, this activity if undertaken is not under Nettleham Parish Council's instruction or supervision and participants are not covered by the Council's Insurance

OR (delete as applicable)

Provided that activity is restricted to that included on this form and is in line with the relevant risk assessment, and the person with lead responsibility undertakes the duties highlighted this activity is approved on behalf of Nettleham Parish Council and deemed to be at the Council's instruction and under its supervision

Name:

Role:

Signed:

Date