Walton Parish Council

Working Parties

Effective from the start of 2022/23 the Parish Council will have the following working parties:

* Planning
* Village Hall & Coronation Cottage
* Park
* Parish Environment
* Floral Displays
* Communications
* Tennis Club refurbishment
* Finance

## Terms of reference

## Planning

1. To review planning applications submitted to the Local Planning Authority within the Parish of Walton as provided by the Clerk each month.
2. To review the need for representations in respect of appeals against the refusal of planning permission.
3. To review the need for representations in respect of enforcement action or breaches of planning regulations.
4. To review the need for representations on all Public Entertainment Licence applications as notified to the Parish Council by the Local Licensing Authority.
5. To report on any relevant planning applications of interest and present a proposed response for consideration at the monthly Parish Council meeting.
6. To take into account parishioners’ views in any response.
7. To ensure all planning applications are given full consideration, including the arrangement of presentations by applicants if appropriate.
8. To advise the Parish Council on future development plans for the village.
9. To undertake project work as directed by the Parish Council.
10. To review the need for representations to the appropriate authority in respect of all health care, social care, community care, housing matters and public transport services.
11. To review the need for representations to the appropriate authority in respect of highway matters.
12. To review all other matters which are the responsibility of third party agencies and affect directly the Parish’s built environment and infrastructure.
13. To advise the Parish Council on an appropriate response to be submitted by the Clerk on behalf of the Parish Council as agreed at each monthly Parish meeting.
14. To refresh the Walton Neighbourhood Plan as required.

## Village Hall & Coronation Cottage

The Working Party will cover the following three aspects with no less than 2 Councillors to cover any aspect:

a. The Village Hall building and Car Park.

b. Coronation Cottage.

c. Village Hall internal arrangements.

For aspects (a) & (b), the Working Party will:

1. Regularly inspect the properties and make recommendations to the Parish Council for maintenance and refurbishment.

2. In conjunction with the Clerk to the Parish Council, maintain a schedule of inventory of all items owned by the Parish Council in the two properties.

3. Carry out a risk assessment for Health and Safety purposes in conjunction with the Clerk on an annual basis for the Village Hall and Car Park and every eighteen months for Coronation Cottage according to the agreed review plan.

4. Carry out a Fire Safety risk assessment in conjunction with the Clerk on an annual basis for the Village Hall and Car Park and every eighteen months for Coronation Cottage according to the agreed review plan.

5. Advise the Parish Council on suitable contractors to carry out any required maintenance or refurbishment.

For aspect (c), the Working Party will:

1. Regularly inspect at least once per year the condition of the kitchen, toilets, and floors throughout and make recommendations to the Parish Council for improvement.

2. Regularly inspect at least once per year the condition of the kitchen equipment and utensils and make recommendations to the Parish Council for improvement.

3. Regularly review at least every four years the Hiring Policy for the Village Hall and make recommendations to the Parish Council for any changes.

## Park

The Working Party will:

1. Regularlyinspect the Playground Equipment and Recreation Ground (including seating) and make recommendations to the Parish Council for maintenance and refurbishment.
2. In conjunction with the Clerk to the Parish Council, maintain a schedule of inventory of all items owned by the Parish Council in the Playground and on the Recreation Field.
3. Advise the Parish Council on the implications and actions required resulting from the annual safety inspection report.
4. Advise the Parish Council on suitable contractors to carry out any required maintenance or refurbishment.
5. Select from time to time a suitably qualified arboricultural contractor to provide a management plan of the trees. Such management plan to include, on at least a biannual basis, a survey of trees and a document identifying and highlighting any safety concerns, health or growth issues and any remedial works necessary.
6. Review twice yearly the report of the arboricultural contractor.
7. In conjunction with the Clerk to the Parish Council, obtain estimated costs for any remedial work proposed.
8. Prioritise work and make recommendations to the Parish Council.

## Parish Environment

1. Monitor and inspect yearly the condition (including a risk assessment for Health and Safety purposes) of the village seats, village signs, Jubilee Field, Tennis Club, Bus Shelter and War Memorial in order to keep them to good standard.
2. Report to the Parish Council yearly regarding the current state of the stone walls within the village.
3. Monitor and inspect at least yearly all the listed footpaths in the village and report any improvements required
4. To take into account parishioners’ views in any proposed environmental improvements.
5. To inform the Parish Council of any offers received from other parties of an environmental improvement to the village and advising the Parish Council on them.
6. Act on any advice from agencies in respect of the safety of the seats located around the village.

## Floral Displays

1. Make recommendations on the design and planting of hanging baskets and planters.
2. Make recommendations on Christmas decorations within the village.
3. Make recommendations on the choice of supplier of hanging baskets and Christmas decorations
4. Support the Clerk in identifying sponsors for hanging baskets.
5. Check monthly on the state and condition of the hanging baskets and tubs.

## Communications

1. To make recommendations to the Parish Council on format and content of the website and any social media used by the Parish Council;
2. To obtain quotes from external companies for approval by the Parish Council for any work relating to the website or social media and advise the Parish Council on suitable contractors to carry out such work;
3. To monitor costs to ensure they remain within the limits of any budget approved;
4. To produce and subsequently maintain drafts of the Publication Scheme for approval by the Parish Council;
5. To produce and subsequently maintain drafts of the Website Accessibility statement for approval by the Parish Council;
6. To produce and subsequently maintain drafts of the Social Media Policy for approval by the Parish Council;
7. To assist the clerk in ensuring the Parish Council’s website and social media meets legislative and the Parish Council’s own policy obligations;
8. To keep the Parish Council updated of any developments in the website or social media.
9. To take the necessary actions to ensure a newsletter is produced to the frequency and deadlines as resolved by the Parish Council.
10. To draft content and the design of the Parish Newsletter for adoption by the Parish Council.
11. To arrange for the distribution of the Parish Newsletter

## Tennis Club Refurbishment

This is a fixed term working party until the re-purposing of the tennis club is completed

1. To make recommendations on an alternative use (or uses) for the tennis courts and pavilion.
2. To support the Clerk in developing specifications for any ground and construction works required to deliver the changes of use resolved by the Parish Council.
3. To support the Clerk in applying for funding for any required works.
4. To make recommendations on the choice of contractors for any required works.
5. To make recommendations on any snagging and final sign off on completion of the works.

## Finance

1. To recommend an annual budget.
2. To support the RFO by reviewing the budget monitor document prior to submission to Council.
3. To make recommendations on any actions required to deal with significant budget variances.