

## DALTON PIERCY PARISH COUNCIL

### MAINTENANCE GROUP TERMS OF REFERENCE

The Maintenance Group is a working group of the Parish Council, with responsibility for identifying and overseeing the general maintenance of the village, in particular those assets belonging to the Parish Council.

The Maintenance Group is appointed annually at the AGM of the parish Council. Membership will normally comprise 3 Councillors, not including the Chairman or Vice-Chairman, who are expected to work closely with the Clerk and to maintain adequate records of safety inspections.

The Maintenance Group will have oversight of and, together with the Clerk, have responsibility for the safety of:

- Benches around the village
- Defibrillator
- Play equipment
- The Batts
- The Allotments
- Village Green, footpaths and steps
- Village Pond
- Other areas such as hedges, trees, signage, verges etc.

The Maintenance Group will normally meet on a monthly basis, but at least 6 times per annum, spread throughout the year.

A budget of £500 per annum is available for incidental works: up to £100 per item and £200 per period, subject to budget availability. Items requiring more than £200 should be referred to the full Parish Council.

The Maintenance Group will also identify any issues relating to the health, safety and well-being of villagers that are the responsibility of the Borough Council and bring these to the notice of the full Parish Council and the Ward Councillor at the earliest opportunity.

These will include, but not exclusively:

- Footpaths
- Gutters
- Public Rights of Way
- Roads

**Adopted:** 10 May 2018