



Redbourne Parish Council

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Email: clerk@redbourneparishcouncil.gov.uk
www.redbourneparishcouncil.gov.uk

Gardening Group Terms of Reference

The Gardening Group shall be constituted for an indefinite period to be reviewed annually at the Annual Meeting of the Parish Council in May.

Composition

The Group shall be composed solely of members who volunteer to be part of the Group, this includes Parish Councillors, who will feed back on the work of the Group at Council meetings.

Expenses

The Group's budget is pre-authorised by the Parish Council at budget setting, for members of the Group to purchase sundries such as flowers, plants, compost, fertiliser, ties, stakes etc. for the Village Greens and open spaces.

These will be reimbursed subject to approval at a Parish Council meeting.

Expenses must be presented with a receipt to the Parish Clerk who will include in the payment schedule for the following Council meeting after the expenditure is incurred.

The Group is authorised to claim expenses of up to **£100**, expenditure over this must be approved by Council.

Delegated Powers

The Group has the power to:

- Advise the Parish Council on activities
- Liaise with other Parish Councils, organisations, contractors and authorities

The Group has no power to do any of the following without prior authorisation of the Parish Council:

- Commit the Parish Council to any action or spending (apart from Expenses above)
- Spend any Parish Council monies or spend with a view to reclaiming any monies from the Parish Council (apart from Expenses above)
- Plant trees or fell any mature trees
- Buy assets (apart from hand-tools)
- Receive any donated assets or donations (which specify the purchase of assets)
- No individual Councillor can authorise actions or spending – authorisation must come from the Parish Council



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Reporting

Reports from the Group are expected at each meeting of the Council, there is an agenda item for this.

These minutes are then made public, including payment of expenses, for transparency of the work of the Group.

The Clerk shall identify Gardening Group funds in the Council accounts, and present an account of these funds to the Gardening Group on request.

Health & Safety

To ensure that volunteers are insured under the Councils Policy the Gardening Group should:

- Have risk assessments in place (that are reviewed annually) to cover the activities of the Group
- Have appropriate Personal Protective Equipment
- Use machinery and tools that have been maintained and instructed on use of any power tools

These Terms of Reference were adopted at the Parish Council Meeting on 5th September 2023