

Chalford Parish Council Works Committee

Terms of Reference

1. Constitution

The Works Committee is a standing committee of the Council. It will operate in accordance with statutory requirements and the provisions of Standing Orders.

2. Role

The Works Committee deals with the development and maintenance of all Parish and Charity land and woodland. It will respond to requests from the Parish Council and the Charity Committee to implement policy decisions.

3. Membership

The Works Committee will comprise up to 9 members of the Council of whom one will be elected as Chairman and one as Vice Chairman by the committee at the first meeting in each civic year. A quorum will be 3 members.

4. Meetings

The Works Committee may decide their programme of meetings and should normally meet every month. The programme of meetings will be decided at the first meeting in each civic year.

5. Duties

5.1 Duties delegated by the Charity Committee

Responsibility for implementation of the policies of the Charity Committee is delegated to the Works Committee of the Council.

This includes but is not limited to:

5.1.1 Managing the maintenance and development of Charity land and associated assets; and other land maintained by the Parish Council on behalf of Governing bodies.

5.1.2 Preparation of budget recommendations for maintenance and development of the recreation grounds and assets for inclusion in the annual precept (subject to agreement by Finance and Management Committee and Full Council).

5.1.3 Managing budget allocated for maintenance and development of the recreation grounds.

5.1.4 Engagement with Council employees and contractors involved in maintenance and development of the Charity Land and other land maintained by the Parish Council on behalf of Governing bodies.

5.1.5 Consideration of applications from individuals and bodies to use land owned by the Chalford Charities for events and activities and approving such applications where they are considered to accord with the Objects of the Charity concerned.

The Works Committee will refer any matters where clarification of policy is needed back to the Charity Committee.

5.2 Duties delegated by the Parish Council

5.2.1 Management of vehicles and ground owned by the Parish Council, delegating repair/replacement of equipment and vehicles to external bodies

5.2.2 Inspection, certification and licensing of any vehicle/equipment requiring such to meet the requirements of the relevant regulatory authorities.

6. Communication

The Works committee will liaise with external bodies at practical and strategic levels.

7. Finance

The Works committee will

7.1 Prepare budget recommendations for the inclusion in the annual precept, for submission to the Finance and Management Committee.

7.2 Make recommendations to the Finance and Management Committee on items of Capital Expenditure.

7.3 Manage the Works Committee annual budget.

8. Environmental Considerations

- Encourage green initiatives within the Parish.
- Encourage and support local initiatives beneficial to the Parish.
- To receive updates and recommendations from the Nature and Climate Group.

9. Delegation & Limitation of Authority

The Works Committee has all the powers of the Council necessary for the exercise of their defined duties and functions in relation to Works, with the following exceptions:

- The negotiation of employee's wages and terms of employment.
- The agreement and placing of external contracts for contractors which form part of their budget.

Councillors may be nominated, as individuals or working groups, to take particular responsibility for certain areas.

Councillors will work closely with maintenance staff, contracted persons and District and County personnel.

All Councillors will only act on decisions made by the Works Committee and Parish Council.

Notwithstanding the powers given to the Works Committee those powers may at any time be exercised by the Council as it sees fit.

10. Reporting Procedure

The Committee will report to the Council at its next meeting following a meeting of the Committee. The minutes of the Committee meeting will form the basis of the report to the Council and shall be an accurate record of all decisions and recommendations of the Committee.

As agreed at Works in May 2026

As approved by Full Council 6th August 2026