

Terms of Reference for Parks and Grounds sub-committee

1. Purpose

The Parks and Grounds sub-committee is established to oversee the management, maintenance, and enhancement of the park, pavilion and the playing fields (including the tennis courts) (the Grounds) subject to the lease from the Alvechurch Parish Council and approval by the trustees committee.

The sub-committee will coordinate volunteers to maintain the Grounds and will provide recommendations, coordinate activities, and ensure that these spaces meet the needs of the community while adhering to environmental and sustainability goals.

2. Scope of Responsibilities

The sub-committee is responsible for:

- Coordinating volunteers to do the works required and to supervise those works
- Engaging with the community to gather input and feedback on park-related projects and priorities
- Recommending to the Trustees Committee improvement plans
- Monitoring resources, raising funds and ensuring effective and efficient use of resources
- Compliance with the obligations of the lease from APC for which the trustees are accountable.
- Overseeing approved projects such as tree planting, playground upgrades, and the creation of recreational facilities.
- Gaining approval for maintenance work from the Trustees Committee where such approval is deemed necessary by either of the Trustee sub-committee members.
- Ensuring that when using the grounds to raise funds for the upkeep and improvement of the park, such activities are legal, comply with the APC lease agreement and insurance requirements and are not likely to cause nuisance or annoyance to the owners or occupiers of any adjoining properties.
- Working with local residents, community groups, environmental organisations, and businesses to encourage care and responsible use of the park.
- Inspecting the play area for safety every week and any safety issues made safe and resolved as soon as reasonably possible.
- Arranging for yearly ROSPA inspections to be undertaken, and any identified high risks must be resolved as soon as reasonably possible.
- Arrange for a qualified company to survey all trees within the grounds and produce an Arboricultural Report every 2 years (as required by RGVH insurance policy).

3. Membership

- The sub-committee will comprise no more than 10 members, including:
 - Chair
 - Trustee treasurer

Both of which must be Trustees.

- Membership will be reviewed annually by the Park Committee chair and trustee treasurer and make recommendations to the Trustees Committee to ensure representation remains relevant and effective.

4. Meetings

- Meetings will be held at least 6 times per year at a time and location agreed upon by members
- A quorum for meetings will be 5 members and must include at least the 2 Trustee sub-committee members

5. Reporting

- The sub-committee will provide updates at each Trustee meeting including:
 - Minutes of meetings, to include attendance, agreed action points, and items for escalation to trustees' group.
 - Progress reports on ongoing projects.
 - Any actions outside of those within the responsibilities/delegations or which the Trustee sub-committee members think appropriate must be referred up to the Trustees committee for approval

6. Authority

- The sub-committee does not have the authority to make decisions that bind the Trustees.
- Where deemed necessary by Trustee sub-committee members, recommendations must be formally approved by the Trustees Committee before implementation.
- Any actions outside of those within the Scope of Responsibilities must be referred to the Trustees Committee for approval

7. Resources

- The Park must be self-funding. The Treasurer for the Trustees will support the committee account management.

8. Review and Amendment

- These Terms of Reference will be reviewed every 3 years or as needed to ensure they remain fit for purpose
- Amendments to these terms must be approved by the Trustees Committee.

9. Dissolution

- The sub-committee may be dissolved by the Trustees Committee if deemed no longer necessary or effective.