

Millbrook Parish Council

Asset & Open Spaces Task Group

Terms of Reference

Working groups are not subject to the strict rules that apply to formal council meetings and do not need to be held in public. A working party cannot make a decision on behalf of the council, but they can explore options and present these to the council for a decision.
(Good Councillor's Guide)

1. MEMBERS

- 1.1 Membership shall comprise of at least five members including the Chair and Vice Chair of the Parish Council who are ex-officio and have voting rights. Members can include non-Councillors.
- 1.2 Membership of the Advisory Task Group is established at the annual meeting of the Council. The Advisory Task Group shall elect a Chair for each civic year.
- 1.3 Co-opted members may join the Advisory Group during the year if authorised by the Council.

2. ROLE AND RESPONSIBLE OF THE ASSET & OPEN SPACES TASK GROUP

2.1 Equipment maintenance and renewal .

- Ensure the equipment is well maintained and meets Health & Safety requirements / British Safety Standards.
- Ensure safety inspections are carried out regularly and the recommendations are acted upon.
- Ensure equipment is renewed when required, to meet local needs.
- Monitor the Council's asset and acquisitions ensuring that, when equipment and materials are no longer required, consideration is given to fixing or selling so items are not left stored unused or donating to worthwhile causes.

2.2 Ground maintenance

- Ensure the grounds and plant life within the parks and public amenities are regularly maintained.
- To ensure an annual tree inspection is carried out and recommendations are acted upon.
- To monitor to trees, particularly after severe weather conditions, take photographs of any safety concerns, such as fallen branches and report to the Clerk. The Clerk in consultation with the Chair and Vice Chair will look to take emergency action.

2.3 Public amenities

- To assist the Clerk in monitoring the condition of the public amenities (play parks, skate park, tennis courts, lakeside, graveyard, Lime Kiln, War Memorial, public car parks, public toilets and Tanyard).
- To immediately report any safety issues which are brought to your attention, assisting the Clerk by taking photographs.

- To report issues, which are not within the remit of the Parish Council, to other organisations, e.g., Cornwall Council, Cornwall Housing Association.

2.4 **Public engagement**

- To work with the Clerk in respect of community consultation.

2.5 **General**

- To assist the Clerk in producing reports and recommendations to the Full Council.
- To maintain a maintenance log.
- To ensure the community is kept informed regarding outstanding projects and maintenance issues.
- To work with the Clerk monitoring the staffing and contractor cover and where appropriate, report any issues of concern to the Staffing Committee or Finance Committee.

3. OPERATION OF THE ASSET & OPEN SPACES WORKING GROUP

- 3.1 The group will aim to meet at once at quarter.
- 3.2 Meetings can be held remotely, by TEAMS / Zoom or face to face.
- 3.3. The Chair of the group, or in the absence of the Chair of the group, the Chair or Vice Chair of the Council, shall work with the Clerk to produce the agenda and review outstanding actions.
- 3.4 The Advisory Task Group is not a committee and therefore has no decision-making powers.
- 3.5. The leader / Chair of the Advisory Task Group will be appointed by the group and agreed by the Council. .
- 3.6 An informal agenda will be produced.
- 3.7 Notes and reports will be submitted to the full Council, which will include recommendations.
- 3.8 A working party / task group does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies.
- 3.9 Non-Councillors are permitted to join working works.
- 3.10 As the group is not a committee, meetings do not need to be held as public meetings, however, if the group feel it is beneficial, in order assist them in making recommendations to the Full Council, members of the public or representatives from organisations will be invited to join the meetings.
- 3.11 All members of the Council are to be informed of any meetings of the Asset & Open Spaces Task Group and can request any relevant information and documentation.

16/09/2025	Terms of Reference re-affirmed	Minute 90.1
17/07/2025	Reviewed with minor typo amendments	Minute 57.1
18/06/2024	Approved during the meeting (no changes)	Minute 35.2
15/06/2021	Approved during the Full Parish Council	Minute 38a
	Reviewed and approved during the Annual Parish Council meeting held on 16 th May 2023	Minute 10c

