

COGENHOE & WHISTON PARISH COUNCIL

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To members of the Pocket Park Committee

You are hereby summoned to attend the **Meeting** of Cogenhoe & Whiston Parish Council-**Pocket Park Committee** to be held on **Wednesday 28th July, 7.30pm at Cogenhoe & Whiston Village hall, York Avenue, Cogenhoe, NN7 1NB** for the purpose of transacting the following business;

Members of the public and press are invited to address the Council at its Open Forum from 7.30 – 7.45pm.

Attendees are reminded that in accordance with the Openness of Local Government Bodies Regulations 2014, this meeting may be recorded.

A G E N D A

1.21	To adopt terms of reference for new pocket park committee (Appendix 1) & agree purpose of pocket park facility.
2.21	To co-opt up to 5 members to pocket park committee.
3.21	Open Forum
4.21	To receive and accept apologies for absence.
5.21	To receive any declarations of disclosable pecuniary or non-statutory disclosable interests for items on the agenda.
6.21	To accept & implement Volunteers Policy (Appendix 2)
7.21	To update pocket park risk assessment (Appendix 3)

8.21	Expenditure from budget to date Budget £500 1.4.21-31.3.22 Rent £ 50 + VAT Gate £139.85 + VAT
9.21	To formulate a list of current maintenance issues
10.21	Items from full council for discussion -Suggestion from resident to plant bluebells & hold event (possible fundraising opportunity?)
11.21	To draw up list of recurring jobs (with times of the year they need completing) & consider long term plan
12.21	Correspondence received .
13.21	Correspondence issued
14.21	Information for the Chairman (no legal decision can be made on this information)
15.21	Meeting closed & Date of next meeting Wednesday 15 th September 2021. 6.30pm

Deborah Rush

Deborah Rush
Parish Clerk 20.7.21

Appendix 1

Pocket Park Committee – terms of reference.

Purpose of the Committee

The committee is established to manage, maintain and improve the Pocket Park on behalf of the Parish Council.

1. Committee

The Committee is constituted as a Standing Committee of Cogenhoe & Whiston Parish Council. This standing committee can be dissolved by Full Council at any time.

2. Membership

-Three Parish Councillors will be appointed annually at the Annual Council Meeting as voting members.

-If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting.

-5 further representatives can be co-opted from supporters / interested parties and will have full voting rights.

-The quorum of the Committee shall be three Members.

-Full council can remove any council member or co-opted member from the committee at any time (having shown good reason for such removal if mid-term).

3. Chairman

The Chairman of the Committee will be elected annually by Full Council at the Annual Council Meeting.

4. Voting

Only appointed members may vote and participate at a meeting.

Non-member councillors and members of the public may attend and speak at meeting during public participation.

In the case of an equal vote the Chairman of that meeting shall have a second or casting vote.

5. Declaration of Interests

All Councillors/members must declare interests on agenda items in line with the Code of Conduct as adopted by Cogenhoe & Whiston Parish Council.

6. Meetings

The Committee will meet as the workload requires, with a minimum of 3 working days notice given, and at least quarterly.

7. Admission of the Public and Press

The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders. If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 where the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item.

Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

8. Minutes of Meetings

The minutes of the meetings will be approved at the next meeting of the Committee, if the committee does not meet before the next Full Council meeting the draft minutes will be presented at the Full Council meeting.

The draft minutes will be published on the Council's website as soon as possible after the meeting, these will be replaced with the approved minutes.

9. Meeting Duration

The duration of the Pocket Park Committee meeting will be for a maximum of 60 minutes, after which any unfinished business being taken at the beginning of the next Committee Meeting.

10. Funding / Finance

The Committee shall have a remit to commit/spend within the agreed annual budget, as approved by full council as part of their budgeting process, without further reference to the council for expenditure up to £250. Expenditure above this amount must be approved by full council before the expenditure is made. The Committee will decide its budget priorities and submit those to the full Council meeting where the budgets and annual precept are decided for approval (draft version November/December). The committee will then take appropriate decisions regarding the spending of the budget and report as necessary to Full Council.

Day to day spending on revenue or emergency items up to a maximum of £500 can be authorised by the Chairman & Clerk and reported to the committee at the next meeting.

Regular payments by standing order / direct debit will be approved at the first meeting of the committee each financial year (to include salary payments).

11. Policies

All council policies including standing orders and financial regulations will apply to this standing committee (unless amended by these terms of reference).

12. Terms of Reference

The Committee will review these Terms of Reference each year at the meeting prior to the Annual (or First) Council Meeting and when necessary recommend any changes to the Council.

13. Responsibilities

The Committee will have overall responsibility for the management of the pocket park in accordance with legislative requirements, regulations and guidelines. Copies of risk assessments etc will be forwarded to the Clerk.

Appendix 2

Volunteers Policy

Policy

This policy sets out the principles for voluntary involvement in activities authorised by Cogenhoe & Whiston Parish Council. The council acknowledge that volunteers contribute in many ways, and that volunteering can benefit the council, local communities and the volunteers themselves. The Parish Council very much encourage people to volunteer but has a duty to ensure that volunteers are safe. This also means that all are then covered by the parish council insurance in case of an accident.

This policy applies to volunteers working on behalf of the parish council, not those employed by the council or members of the council.

Volunteers shall be required to note that only volunteer work that has been authorised by the council will be covered by the council's insurance.

The council will ask all volunteers to complete a volunteer database form (Appendix 1) that records volunteers and some basic contact details. This will be stored in accordance with the council's GDPR policies.

Volunteer activity

1. Volunteers must inform the event supervisor (The Parish Clerk or a Councillor who serves on a committee that has authorised the work) of work they intend to carry out before commencing such work. This can be in writing via e-mail to the Parish Clerk or by signing in ahead of a session. The record will be retained.

2. Volunteers must be appropriately trained to be able to carry out the role or activity they are undertaking. The exact nature of the training will depend on the role or activity and the findings from the required risk assessment.

3. A risk assessment will be undertaken by the event supervisor in order to identify any risks that might be faced and how they will be managed. The risk assessment will have regard to any safeguarding arrangements. The Parish Clerk is to receive a copy of the risk assessment ahead of work being undertaken. Visual inspections of the work area must be carried out and recorded prior to work commencing, to check for any additional hazards such as glass etc.

The risk assessment should include as a minimum

- The job or activity
- The existing competency of volunteers
- The circumstances of the work (eg. the degree of supervision)
- The tools and/or equipment being used
- Training requirements

The training standard must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work.

4. Volunteers must be informed about the task and its purpose, health, safety and supervision arrangements. Responsibility for this rests with the event supervisor to whom authority has been provided by the parish council.

5. It is the duty of the volunteer to ensure they are physically fit enough to carry out the task and that if they have any underlying medical conditions, they have made the event supervisor aware of this ie. asthma / diabetes etc.

6. All volunteers shall have regard to the Health & Safety at Work Act 1974 when undertaking work. Volunteers will not be authorised to carry out work that the Council considers hazardous, or would contravene the principles of the Health and Safety at Work Act 1974, taking into account the competence of the volunteer(s) carrying out the proposed work.

7. All volunteers must have due regard to the fact that they are carrying out authorised

work on behalf of Cogenhoe & Whiston Parish Council and as such are representing the Council, both in quality of work and possible interaction with the public.

8. A copy of this policy will be provided to all volunteers.

Adopted at a meeting of Cogenhoe & Whiston Parish Council held on 1st March 2021

Cogenhoe & Whiston Parish Council – Volunteers data capture form

I _____ [Print name], volunteering for Cogenhoe & Whiston Parish Council acknowledge that I have read, accept and will adhere to the Volunteer Policy. I confirm that I have made the event supervisor aware of any medical condition I have that may affect my ability to complete the task i.e. asthma / diabetes etc.

Signed _____

Dated: _____

NAME		
ADDRESS		
CONTACT TELEPHONE NUMBER		

Appendix 3

Document Control:		Version	Description	Likelihood				
Author	Date			1 - Remote	2 - Unlikely	3 - Possible	4 - Probably	5 - Highly Probable
Jez Cunningham	28/11/2017	1.0	Initial version					
Jez Cunningham	03/06/2019	1.1	Removed risk for exposed barbed wire					
Jez Cunningham	30/07/2019	1.2	Added risk for newly installed barbed wire fence					
Risk key:								
Impact	5 - Extreme	5	10	15	20	25		
	4 - Major	4	8	12	16	20		
	3 - Moderate	3	6	9	12	15		
	2 - Minor	2	4	6	8	10		
	1 - Insignificant	1	2	3	4	5		

Risk	Existing Mitigation	Impact	Likelihood	Score	Action Required?	Target Action Date	Completion Date
Injury to people (especially young children) / animals from newly installed barbed wire fence on Short Lane	None	4	3	12	To be raised with landowner with a view to remove the danger	02/08/2019	
Injury caused by traffic on Short Lane	Locked gate to stop traffic. Very low traffic volume. Traffic forced to travel slowly due to uneven surface.	3	1	3	None		
Injury caused through falling (Central Bridge)	Railings installed and wire mesh installed between bottom 2 rails	3	1	3	None		
Drowning in pond/stream	Warning signs at entrances to park, minimising deep water where possible, steps out of pond, bridges checked/cleared regularly	3	2	6	Ongoing maintenance		
Injury to volunteers on work party days through use of tools	All volunteers offered appropriate safety equipment, volunteers not asked to use tools that they are not comfortable with, basic lifting/handling training provided where objects need to be moved	3	2	6	None		6
Injury from overgrown trees/plants	Paths checked regularly and preventative/remedial action taken where required	2	2	4	Ongoing maintenance		
Injury from falling branches/trees	Periodic assessment from Castle Ashby estate. Visual inspection on Pocket Park work days	3	1	3	Ongoing maintenance		
Illness from poisonous plants	Periodic checking for new plant species	2	1	2	Ongoing maintenance		
Tripping on exposed tree roots/uneven surfaces	Paths checked regularly and preventative/remedial action taken where required. Rails in place on steep slopes.	2	2	4	Ongoing maintenance		
Falling/tripping on steep surfaces	Surfaces stepped where appropriate/possible. Handrail installed on steepest slope.	2	2	4	None		