

# Whitchurch-on-Thames

## Village Green Working Group (VGWG)

### Terms of Reference

01 July 2021 – Date of Approval by the Parish Council

#### 1. NAME

The group's name is Whitchurch-on-Thames Village Green Working Group (VGWG).

#### 2. OBJECTIVES

The working group has the following objectives:

- To assist the parish council in the management of all aspects of the Whitchurch-on-Thames village green.
- To maintain the village green as a leisure amenity, balancing the needs and expectations of all parishioners.
- To keep the village green in good order and maintained to an agreed standard.

#### 3. RELATIONSHIP TO THE PARISH COUNCIL

- A member of the Parish Council will sit on all VGWG meetings.
- The VGWG will share all minutes from these meetings with the Parish Council.
- The VGWG will provide updates to the Parish Council in writing and shared with council members ahead of parish council meetings. This should happen at least once a quarter. The updates can be added to the minutes as an attachment.
- The VGWG will seek approval from the Parish Council of all proposals for new ideas prior to any action being taken.
- A budget for VGWG led activities will be allocated by the Parish Council and unless for items less than £250 spend, will seek approval on a case-by-case basis.
- Each December, the VGWG Chairman will submit, to the member of the Parish Council allocated to the VGWG, an annual budget to be included in the Parish Council Budget.
- Parish Council standing orders for Working Groups will apply to VGWG.
- The VGWG will act as the guardian to maintain the Village Green on behalf of the Parish Council.
- The village maintenance contractor should contact the designated point person on the VGWG for any required direction on maintenance of the VG, including changes to the cutting schedule due to weather, etc.

#### 4. MEMBERSHIP

VGWG will consist of at least one member of the Parish Council and a number of residents volunteering their time from the village representing the following key stakeholders:

- WOTHabs
- The Green Team
- WOT Cricket Club
- AFC Whitchurch Football Club
- Whitchurch Primary School

VGWG will communicate any change in membership to the Parish Council for approval.

- The Chair of the group will be nominated by the group and appointed by the Parish Council. (This will normally happen at the annual Parish Council meeting but could happen at other times as determined by the Parish Council.)
- A representative of the Parish Council will normally chair the group, but this could also be someone from outside of the Parish Council.
- Membership of the group will be reaffirmed at Annual Parish Meetings unless members wish to resign.

## 5. STAKEHOLDERS

VGWG will liaise with the following stakeholders:

- Parish Council
- WOTHabs
- The Green Team
- WOT Cricket Club
- AFC Whitchurch Football Club
- Whitchurch Primary School

## 6. MEETINGS

VGWG will meet 2 times per year (April and September).

- Minutes for each meeting will be shared with all VGWG members and members of the Parish Council and posted on the village website in a timely manner.
- If members have a conflict of interest they must declare it at the beginning of the meeting.
- Public participation shall not normally be allowed at meetings.

## 7. GDPR

All members of VGWG should be familiar with GDPR. Any member responsible for handling personal data is required to have completed basic GDPR on-line training.

## 8. GENERAL

Changes to the Terms of Reference are to be approved by the Parish Council.

Winding up: the Parish Council has the authority to disband the VGWG at any time.

This Terms of Reference was adopted by the VGWG by approval of the Parish Council.

## 9. EXPENSES AND INVOICES

Parish Councillors and VGWG members are responsible for obtaining value for money for items purchased on behalf of the village concerning the maintenance and upkeep of the village green.

- The Parish Council shall ensure, as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates (if works exceed £1,000) from appropriate suppliers.
- All invoices that are £250 and above in one purchase must be approved prior to purchase and the invoice must be addressed to the Parish Council as noted below. Approval for the payment will be made at the next Parish Council meeting.
- Please note that the Parish Council cannot re-claim any VAT from a purchase if an invoice is not addressed to it.
- Residents may be reimbursed for purchases made on behalf of the council provided that the expense has been approved by the Parish Council in the annual budget and are under £250 in one expense.

- Expense claims should be submitted with a receipt with an explanation of the item purchased to the Parish Clerk. The expense will then be reimbursed after the next Parish Council meeting.
- If an expense by a resident is outside the items approved in the annual budget, the expense must be approved before purchase by the Parish Council at the next Parish Council meeting.

Invoices and any queries should be addressed to the Parish Council as below:

Mr BRIAN INGLIS (Parish Clerk),  
Whitchurch-on-Thames Parish Council,  
Wood Cottage, Beenhams Heath,  
Shurlock Row  
Reading RG10 0QE  
[Parishclerk.whitchurchonthames@gmail.com](mailto:Parishclerk.whitchurchonthames@gmail.com)  
Mobile Tel: 07737 982907