

# Beer Parish Council

## Terms of Reference

### Environment & Community Portfolio – Terms of Reference

**Membership:** Five members of the Council – a Portfolio Holder will be appointed out of this membership

**Delegated Powers: None**

**Areas of responsibility:**

**1. Primary link between the Council and all voluntary and community groups in the village.**

Portfolio representatives support community groups for example Beer Best Years Club.

**2. Coordinates volunteers and groups, in particular the environment volunteers ‘Beer Volunteer Group’ when they undertake maintenance and project work in the village to include:**

- Weeding/clearance of public areas
- Brook maintenance
- Minor maintenance work

Note: All maintenance programmes agreed by Council. Works in conjunction with parish Workman.

**3. Works in conjunction with Parish Road Warden to monitor local traffic issues, pot holes, blocked gullies, grit bins etc.**

Portfolio representative is Parish Road Warden. Portfolio representatives attend the Seaton Traffic Group.

**4. Undertakes Risk Assessments annually as necessary and makes recommendations to Council.**

**5. Works with Assets & Property portfolio where community groups undertake maintenance or project work.**

**Process:**

1. Membership of the Portfolio to be appointed at the Annual Council Meeting in May each year.

2. The Portfolio holder (or other member) produces a monthly progress report to Council to include recommendations regarding programmes of work, specifically where there is a funding implication.

3. The Portfolio group does not meet formally but can convene “task & finish” groups for specific projects as necessary. Notes of “task & finish” group meetings will be kept but will not be

published as Council minutes. There will be no quorum or formal voting but decisions made based on a consensus of those in attendance. A record of attendance will be kept.

4. Non-Councillors can become members of the Portfolio to help with workload or where there is a skills shortage. Non-Councillors can attend “task & finish” groups.

The Parish Council’s Code of Conduct applies to those Councillors who form the membership of this Portfolio. It is incumbent on all members of the Portfolio to declare relevant interests as appropriate.

The Terms of Reference for the Portfolio will be reviewed annually by Beer Parish Council.

Signed: Geoff Pook

Name: Geoff Pook

Position: Chairman of Beer Parish Council

Date: 9 July 2019

Reviewed: 10<sup>th</sup> December 2025