

**Whitmore Parish Council**  
**Parish Appearance Group**  
**Terms of Reference June 2015**

**The name of the Group shall be;**

Parish Appearance Group

**Responsibility**

The Group is responsible to the Whitmore Parish Council

**Role**

1. To advise the Parish Council on matters relating to parish appearance with a view to projecting a positive cared for image so as to enhance the prestige, desirability and quality of life, for parishioners, visitors and those passing through the parish.
2. To advise the Parish Council as to how Parish Appearance can improve traffic safety.
3. To encourage community involvements in relevant projects.

**Powers to act**

The group may only function within the scope of the powers delegated to it.

**Appointment of members**

The members of the group shall be appointed at first meeting of the Parish Council annually.

The Parish Council has the power to appoint members at any time.

**Power to co-opt**

The group may co-opt members without the power to vote that possess knowledge and expertise appropriate to its purpose.

**Governance**

The group has the power to make recommendations to the Parish Council

**Responsibilities**

1. To advise on the appointment of relevant contractors.
2. To prepare specifications and contract documents for works relating to; grounds maintenance, general maintenance and such other relevant tasks and services.
3. To supervise contractors appointed by the Parish Council to undertake relevant works.
4. To ensure contractors comply with insurance and health & safety requirements of the Parish Council.

5. To liaise with Newcastle-under-Lyme Borough Council and Staffordshire County Council with regard to matters related to Village Appearance.

### **Resources and Budget**

The group;

1. May make recommendations to the Parish Council as to how budgets associated with Village Appearance should be allocated.
2. May seek funding and benefits in kind to further its objectives.