**BERRY POMEROY PARISH COUNCIL**

**OPEN SPACES OFFICER – TERMS OF REFERENCE**

1. **Delegation:**
   1. Berry Pomeroy Parish Council agree to adopt the Terms of Reference for the Open Spaces Officer & Clerk at the full Council meeting held on Tuesday 3rd June 2025 and the decision is to be recorded in the Minutes.
   2. The Open Spaces Terms of Reference will be reviewed and re-adopted at the Parish Council’s Annual Parish Council Meeting each year.
2. **Membership:**
   1. This is an Officer position with assistance for the day to day management from the Clerk. In the absence of the Officer, the Vice Chair of the Council with act as deputy
   2. The Clerk and Officer will discuss any incidents as and when they arise.
3. **Functions:**
   1. The Open Spaces Officer and Clerk will oversee the Management, maintenance, upkeep and improvement of the closed Cemetery at St Mary’s Church Berry Pomeroy, with the day to day functions administered by the Clerk who will instruct the Lengthsman accordingly. Any specialist functions to be discussed with the Open Spaces Officer first and where necessary, brought to full council for approval. Currently there are disputed boundaries which the Clerk is investigating.
   2. Oversee the Management, upkeep, safety and improvement of Parkfield Play Park – with any new equipment to be authorised by the full Council prior and using the funds allocated and held in Reserve for such.
   3. Work in Partnership with all the appropriate agencies and funding bodies to help provide, improve and upgrade the Parishes Open Spaces.
   4. Work in partnership with the Police and Community Officers to help to alleviate anti-social behaviour and vandalism in the Parish’s Open Spaces.
   5. Work in partnership with all the appropriate funding bodies to help to provide, improve and upgrade recreational and open space facilities for the benefit of the Parish.
   6. Actively promote all the environmental aspects, including biodiversity, and benefits of recreational open spaces in the Parish.
   7. Either directly or in partnership provide, maintain and replace street furniture including seating, litter bins and other street furniture as deemed appropriate.
   8. Be responsible for overseeing the Parish Council’s Health & Safety Policy in all areas that the Council manages and controls including footpaths, verges, buddles and drains.

Signed: ………………………………………Chair, Cllr. Graham Bennett

Date: …………………………………………

Review Due: May 2025